



Planning & Community
Development Department
1812 Main Street
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(425) 622-9430
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Office Hours
Monday - Friday
8:00am - 4:00pm
Plan Submittal
Accepted till 3:30pm

Municipal Code
Available online:
www.codepublishing.com/WA/LakeStevens/

ADMINISTRATIVE CONDITIONAL USE PLANNING & COMMUNITY DEVELOPMENT

What does administrative conditional use mean?

Administrative Conditional Use is a Type II permit ([Chapter 14.16B LSMC — Part II](#)) required for certain land uses or construction activities that may affect neighboring properties. Because of this risk, Administrative Conditional Use Permits require public notice to allow neighbors to comment on the proposal or request a public hearing. Based on possible impacts and public comment, the City may impose specific conditions to ensure that new use or construction activity is compatible with the existing neighborhood.

Table 14.40-I Table of Permissible Uses by Zone provides a complete list of uses and activities that require and Administrative Conditional Use permit

Who reviews Administrative Conditional Use permits?

The **Planning and Community Development Department** (425) 622-9430 would be the main point of contact. This department reviews the proposal for compliance with the land use code. They also coordinate permit review with other affected departments and agencies, such as the **Public Works Department, Fire Marshal, Lake Stevens Sewer District, Snohomish County PUD, etc.**

What is the process?

- The City recommends that the applicants attend a preapplication meeting. To request a preapplication meeting contact the Permit Center at (425) 622-9430.
- To apply, submit a Type II permit application with the requisite permit materials, address the Administrative Conditional Use permit criteria, identified on the attached checklist, along with any other associate permits.
- Once your application is complete, the City will issue a Notice of Application and provide written notice to neighbors, publish the notice in the newspaper, post the notice at City Hall and on the property. The public is given two weeks to submit comments and / or request a public hearing.

How long does the process take?

The length of time depends on a number of factors, such as the complexity of the proposal, if environmental review is necessary, the completeness and quality of the application, and if a hearing is requested. In general, the decision will take approximately 6 to 8 weeks; whereas, complex proposal may take up to 120 days.

Are any other permits required?

Depending on the request other permits or reviews may be required, such as Environmental Review, a Building Permit, Design Review, and/ or a Business License. Planning and Community Development staff can determine if other permits are required and assist you with requirements.

Who makes the decision?

The Planning and Community Director will issue the decision, unless a public hearing is requested; in which case, the City Hearing Examiner will issue the decision as a Type III permit per Chapter 14.16B LSMC.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Planning and Community Development Department for actual regulations and requirements.