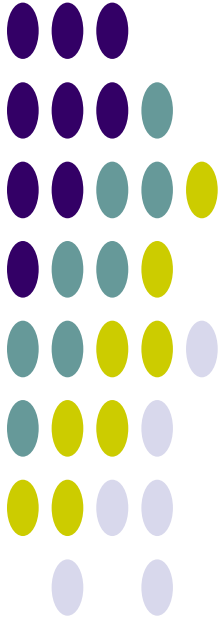



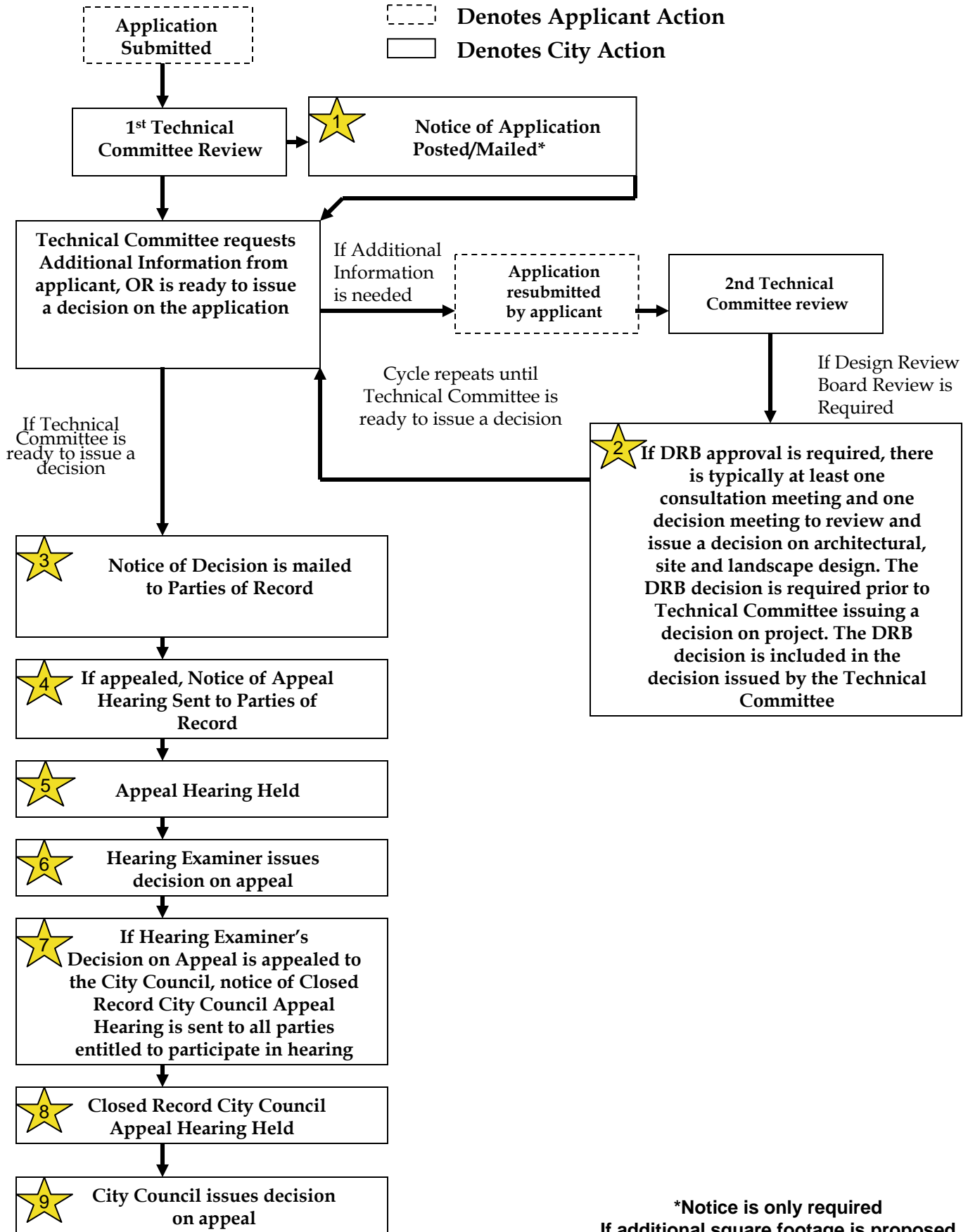


# Process Flow Chart for: Administrative Modification Applications

Administrative Modifications follow the Type II process. The Type II process includes review by the Technical Committee, with the Technical Committee as the decision maker. Design Review Board approval is typically required for new construction or additions to commercial or multifamily development proposals. There is no public hearing requirement.



 Denotes Action Point for Interested Parties  
 Denotes Applicant Action  
 Denotes City Action



\*Notice is only required  
 If additional square footage is proposed

# Notes on Participation Points 1-9

## **#1- Notice of Application for (completed within 14 days of application):**

**Sent to:** Applicant, property owners and residents within 500 feet

**Posted:** On site, City Hall, Library, Internet.

**Who May Participate?** Any interested party may submit comments prior to decision to establish themselves as Party of Record. You must become a Party of Record to reserve right to appeal the Technical Committee's Decision. Although comments are accepted up until the decision is issued, submittal of comments during the 21 day comment period is encouraged to allow staff and/or the applicant to incorporate changes as early in the design process as possible.

## **#2-Design Review Board Review (if required):**

**Notice:** Notices of DRB meetings are not provided on a project specific basis. However DRB meetings are held regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday evenings of each month (with some exceptions).

**Who May Participate?** Any interested party may attend the Design Review Board meetings and may submit comments at the meetings.

**Can I appeal the Design Review Board's Decision?** The DRB decision and associated conditions are incorporated into the Technical Committee decision for the project. Therefore, if one wishes to appeal a DRB condition, one must wait until the Technical Committee issues the final decision on the project and follow the appeal procedures noted therein.

## **#3-Notice of Decision (sent the day of decision issuance):**

**Sent to:** Applicant and Parties of Record

**Posted:** No posting on site

**Can the decision be appealed?** Yes, the Technical Committee decision may be appealed to the Hearing Examiner. However only the applicant and Parties of Record can appeal.

**When must an appeal be submitted?** Appeals must be submitted by 5:00 p.m. on the 14<sup>th</sup> day following the issuance of the decision.

## **#4-Notice of Hearing Examiner Appeal Hearing:**

**Sent to:** Applicant and Parties of Record

**Posted:** No posting on site

## **#5- Hearing Examiner Appeal Hearing Held:**

**Who can participate?** The appellant, the applicant and the City shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information; provided, that the Examiner may allow non-parties to present relevant testimony if allowed under the Examiner's rules of procedure.

## **#6-Hearing Examiner issues decision on appeal:**

**When:** The decision is issued within 14 days after hearing

**Who receives the decision?** Applicant, appellant and anyone who participated in the hearing

**Who can request reconsideration?** Any person who participated in the hearing may file a request for reconsideration with the Hearing Examiner within 10 business days of the date of the Hearing Examiner's decision.

**What if a Party of Record requests reconsideration?** The Hearing Examiner shall act within 14 days after the filing of the request by either denying the request, issuing a revised decision, or calling for an additional public hearing.

**Can the Hearing Examiner Decision on the appeal be appealed to City Council?** Yes, the decision on the appeal may be appealed within 14 days following the expiration of the reconsideration period. Only the City, project applicant or any person who participated in the appeal hearing may appeal.

## **#7-Notice of City Council Closed Record Appeal Hearing:**

**Sent to:** The applicant, appellant and/or representatives of these parties

**Posted:** No posting on site

## **#8-City Council Closed Record Appeal Hearing Held:**

**Who May Participate?** The applicant, the appellant, the applicable department Director or representatives of these parties.

## **#9-City Council issues decision:**

**When:** Typically within two weeks following the Closed Record Appeal Hearing.

**Notice Sent To:** Applicant, Appellant and/or their representatives

**Appeal Provision:** The final decision on the appeal is appealable to King County Superior Court within 21 days from issuance of Notice. To have standing to appeal, one must meet the criteria under the Land Use Petition Act (L.U.P.A.).