



SUBMITTAL REQUIREMENTS

PROCESS TYPE II APPLICATIONS

WHEN PROCESS TYPE II IS USED

References to Process Type II applications are found in several places in the Milton Municipal Code (MMC), indicating that the development, activity, or use, is permitted only with Type II Process approval. The following land use permits require Process Type II approval:

- Code Interpretation (MMC Titles 8-18)
- Final Subdivision (MMC 16.12)
- Deviation from Standards (MMC 12.24, MMC 13.26 or MMC 17.50)
- Nonconforming Sign (MMC 17.50)
- Nonconforming Structures or Uses (MMC 17.52)
- Critical Areas Decision (Map) (MMC 18.16)
- Design Review (MMC 17.43)

HOW TO APPLY

- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All items must be submitted to constitute a complete application.
- Applicant will be notified of a complete application within 28 days of submittal.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of application materials.

NOTIFICATION

No notification is required for Type II applications.

WHO MAKES THE DECISION

The land use administrator is the decision-maker for most Process Type II applications. In the case of a final subdivision, the City of Milton Hearing Examiner shall issue the decision, with a written report and recommendation prepared by the land use administrator or designee. The land use administrator or hearing examiner shall approve a project, or approve with modifications if the applicant has demonstrated the proposal complies with the applicable decision criteria of the Milton Municipal Code and all applicable development standards. The land use administrator or hearing examiner issues the decision based on review and analysis of decisional criteria, the official file, and staff recommendation.

APPEALS

Administrative appeals filed on Process Type II decisions are heard by the hearing examiner. There is no administrative appeal for decisions on final subdivisions. A final city decision on a land use permit application for a Process Type II decision may be appealed to superior court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW.

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PROJECT NAME: _____

PROJECT DESCRIPTION: _____

APPLICANT/AGENT: _____

PROPERTY LOCATION: _____

| Required | Submitted | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed Master Application form, with notarized owner and agent signatures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application fees |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Proof of ownership (deed or contract to purchase) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description (including tax parcel numbers – only for Final Subdivision) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Prior Decisions/Permits Relevant to This Application |

REQUIRED DRAWINGS AND PLANS

| | | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>THREE complete sets of all required drawings and plans and 1 set on a flash drive (or link to cloud service).</p> <ul style="list-style-type: none"> • Minimum plan sheet size shall be 18 x 24 inches. • Plans shall be folded to 9 x 12 inches and stapled. • Minimum scale is 1" = 20' unless otherwise authorized. • Plans shall be prepared by a certified professional engineer, surveyor or landscape architect (licensed in the state of Washington) unless otherwise authorized. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Survey (only for Final Subdivision or Deviation from Standard) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>Proposed Site Plan (only for Nonconforming Sign or Deviation from Standard)</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s). • Name and phone number of owner/agent. • Name, phone number, and license stamp of preparer. • North arrow and bar scale. • Vicinity map. • Site area. • Location and dimensions of existing and proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls. • Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per MMC Chapter 18.16, "Critical Areas". |

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| | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants. Structures and driveways within 150 feet of subject site (on both sides of street). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>Civil Engineering Plans (only for Deviation from Standard)</p> <ul style="list-style-type: none"> Project name, plan date, and/or revision date(s). Name and phone number of owner/agent. Name, phone number, and license stamp of preparer. North arrow and bar scale. Civil utilities plan per the development guidelines and public works standards. Grading plan for any project proposing a finished grade change greater than 24 inches from existing grade. Location and log of soil test holes. Location of existing structures, utilities, watercourses, drainage ditches, culverts and streets. Location and material description of all proposed connections to utility systems including sanitary sewers, storm facilities, water, electric, gas, cable television, fiber optic conduits, telephone lines and solid waste. Location, structural calculations and details of existing and proposed walls and fences. Street and access drive section plan and turning radii per the public works development standards. Fire access turn-around section and details per the public works development standards. |

SPECIAL STUDIES AND ADDITIONAL INFORMATION

| | | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Site Specific Critical Area Maps and Delineation Reports (only for Deviation from Standard) |
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FINAL PLANS AND RECORDING DOCUMENTS

| | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lot Closure Calculations for Existing and Proposed Lots (only for Final Subdivision) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Final Site Plan or Plat Map Sets (only for Final Subdivision) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Proposed Covenants for Maintenance (only for Final Subdivision) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Installation and Maintenance Agreements with Sureties (only for Final Subdivision) |

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Copy of Approved Project for signature and recording (only for Final Subdivision) |
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