**DEVELOPMENT PERMIT APPLICATIONS**

The City issues permits for a number of development-related applications. This packet contains information and forms for the following permits:

* Subdivisions (Preliminary and Final)
* Subdivision Vacations and Alterations
* Short Plats
* Boundary Line Adjustments
* Planned Unit Developments (Preliminary and Final)
* Master Plans
* Conditional Use Permits
* Special Use Permit
* Zoning Variances
* Site Plan Review
* Rezones
* Architectural Design Review
* Flood Damage Prevention Permits\*
* Critical Area Exceptions
* Clearing and Grading Permits
* Shoreline Permits

\*Permit application materials for building permits are not included in this package. In addition, Flood Damage Prevention Permits may be combined with building permits depending upon the type or work to be done.

Applicants should be aware that many projects may require several permits. The City will make every effort to consolidate the review and approval processes when this occurs, but since there are different approval requirements, this may not always be possible. In order to be as efficient as possible, applicants are encouraged to do the following:

1. Become familiar with the zoning and other regulations that affect your project.
2. Obtain information about your site from the City Hall.
3. Schedule a pre-application meeting with City Staff to go over your project before you have prepared extensive plans. This will help you and the City decide the best way for you to get through the permit process.

This packet is organized into the following sections:

1. Application Cover Sheet – Required information for all applications.
2. Permit Procedures – How the City processes applications.
3. Specific Permit Application Forms.

Further detailed information regarding permit approval procedures can be found in Title 15 OMC.

**REQUIRED APPLICATION INFORMATION**

**(All Permits)**

**If it is necessary to submit applications for more than one permit, just fill out this page once.**

|  |  |  |
| --- | --- | --- |
| Property Owners’ Name |  | |
| Affidavit of Ownership (Attached) |  | |
| Address |  | |
| Phone/Fax |  | |
| Email |  | |
| Applicant/Agent’s Name |  | |
| Address |  | |
| Phone/Fax |  | |
| Email |  | |
| Project Site Address |  | |
| Tax Parcel Number(s) |  | |
| Legal Description  (May be on a separate sheet) |  | |
| Project Name (If Applicable) |  | |
| Permits Needed  (Check All that Apply) | * Short Plat * Preliminary Plat * Conditional Use * Variance * Clearing & Grading * Shoreline Variance * Planned Development * Master Plan | * Boundary Line Adjustment * Final Plat * Rezone * Critical Area Exception * Shoreline Development * Shoreline Conditional Use * Architectural Design Review * Binding Site Plan * Special Use Permit |

**APPLICATION CONSENT**

**AFFIDAVIT**

**Project Name:**

**Property Owner Information: ☐ Project Contact**

Name: Phone:

Address:

City/State: Zip:

E-mail:

**Property Owner Signature: (required)**

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work ONLY after I have received all necessary permits.

I hereby grant to the City of Orting or its agents to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress, or completed work. I agree to start work only after all necessary permits and approvals have been received.

☐ I hereby authorize the Applicant and / or Agent to act on my behalf in matters related to this application. (Check if Applicable)

Property Owner Signature Date

**Applicant Information (if not the property owner): ☐ Project Contact**

Name: Phone:

Address:

City/State: Zip:

E-mail:

**Agent Information: ☐ Project Contact**

Name: Phone:

Address:

City/State: Zip:

E-mail:

**Authorized Applicant / Agent Signatures: (required if the Applicant/Agent is not the property owner)**

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work ONLY after I have received all necessary permits.

Authorized Applicant Signature Date

Authorized Agent Signature Date

Please identify additional parties that you want to receive email regarding this project.

Name Email

Name Email

**ORTING PERMIT PROCEDURES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **TYPE 1** | **TYPE 2** | **TYPE 2a** | **TYPE 3** | **TYPE 3a** | **TYPE 4** | **TYPE 5** |
| Recommendation by: | N/A | N/A | Administrator | N/A | N/A | Planning Commission | Planning Commission |
| Final Decision by: | Administrator | Administrator | Planning Commission | Hearing Examiner | Planning Commission | City Council | City Council |
| Notice of Application | No | No | No | Yes | Yes | Yes | No |
| Open record public hearing or open record appeal of final decision | No | Only if appealed. Open record hearing @ Hearing Examiner | Only if appealed. Open record hearing with Hearing Examiner; recommendation made by Hearing Examiner to the City Council | Yes, before Hearing Examiner | Yes, before Planning Commission | Yes, before Planning Commission | Yes, before Planning Commission |
| Closed record appeal/final decision | No | No, unless appealed to Council | City Council | No, unless appealed to Council | No, unless appealed to Council | Yes, before Council | Yes, or Council may hold another open public hearing |
| Judicial Appeal | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

**PERMIT DECISION AUTHORITIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TYPE 1**  **(Administrator)** | **TYPE 2**  **(Administrator)** | **Type 2 a**  **(Planning Commission)** | **TYPE 3**  **(Examiner)** | **TYPE 3a**  **(Planning Commission)** | **TYPE 4**  **(Council)** | **TYPE 5**  **(Council)** |
| Permitted Uses;  Boundary Line Adjustments;  Minor Amendments to subdivisions and PUD;  Special Use Permits\*;  Temporary Construction Trailer | Short Plats;  Land Clearing & Grading;  Shoreline Permits;  Administrative Variances;  Administrative Interpretations;  Home Occupations;  Landscape Plan Modifications; | Architectural Design Review; Sign Permits | Conditional Use Permits;  General Variances;  Sign Permit Variances;  Certain appeals | Sign Code Hardship Variances;  Plat Vacations & Alterations;  Site Plans & Major Amendments thereto;  Major amendments to PUDs; | Preliminary Plats;  Preliminary PUDs;  Final Plats;  Final PUDs;  Certain appeals;  Mobile/Manufac-tured Home Parks or Subdivisions; | Rezone  Comprehensive Plan Amendments;  Development Regulations;  Shoreline Master Program;  Zoning Text Amendments;  Zoning Map Amendments;  Annexations;  Development Agreements; |

**\*** *Note that the Department of Ecology shall approve, approve with conditions, or deny all Shoreline Conditional Use Permits and Variances approved by the City.*

**General Process Sequence**

The specific sequence of permit approvals varies somewhat. However, in most cases the following steps leading up to public hearings or administrative decisions are typical:

1. The City makes a determination that each application is complete and notifies the applicant by letter;
2. Public notice is made that the application has been made and accepted by the City. This includes advertising in the official newspaper and posting of the subject property.
3. A technical staff review of the proposal is initiated;
4. An environmental determination (SEPA) is made and advertised;
5. A staff report is prepared, including a record of the process and findings of the technical and environmental reviews;
6. The pending public hearing or decision procedure and schedule is advertised;
7. An open public hearing is conducted (with decision or recommendation, or an administrative decision is made; and
8. A closed record hearing or appeal hearing is conducted and a final decision is made.