Neighborhood Notification

Business and Development Staff Presentation 12/28/15
Major Changes

- Neighborhood Chairs and Community Assembly Representatives will receive **Notice of Application** for the following types of applications:
  - Demolition Permits
  - Type I Permits w/ SEPA
  - Type II Permits
  - Type III Permits

*See Table 17G.060-3 (provided) for a list of specific applications included.*
Pre-Application
Pre-Development Meetings

Departments represented:

- Planning
- Building
- Fire
- Engineering
- Streets/Traffic
- Water/Sewer
- Health Department (if applicable)

Provides the applicant with **City, County, and State** regulatory requirements, the application process, and procedural submission requirements.

The comprehensive set of notes are available to the public through Citizen Access Online.

Pre-Development meetings are not project approvals.
Demolition Permit Notification Process

Applicant submits application. Staff screens materials. Are all of the reviewable documents included?

- Yes
  - Application and supporting documents forwarded to Neighborhood(s)
  - Comments Submitted?
    - Yes
      - Staff responds to Neighborhood and forwards comments to applicant
    - No
      - Permit may be issued, or continues with the SEPA process (if required)

- No
  - Return application & fees to applicant

Timeline (Days in Review/Processing)
- 1
- 10 days

Comments Submitted?
- Yes
  - 10 days
- No

Indicates stages when Neighborhoods can provide comments
Type II Application Notification Process

Applicant submits. Staff screens materials. Are all of the reviewable documents included?

- Yes
  - Application and supporting documents forwarded to interested City Departments, Agencies, and Neighborhood(s). Comments Submitted?
    - Yes
      - Staff responds to Neighborhood and forwards comments to applicant
    - No
      - Application is declared ‘Technically Complete’ and continues to Public Comment
      - 15 days
  - No
    - Return application & fees to applicant
    - 7 days

- No
  - 7 days

Timeline (Days in Review/Processing)

- 1
- 7
- 15 days
- 22
- 29
- 44
Type III Application Notification Process

15 day notice of community/traffic scoping meeting then applicant holds community meeting

1. Applicant submits. Staff screens materials. Are all of the reviewable documents included?
   - Yes
     - Application and supporting documents forwarded to interested City Departments, Agencies, and Neighborhood(s). Comments Submitted?
       - Yes
         - Staff responds to Neighborhood and forwards comments to applicant
         - 15 days
       - No
         - Return application & fees to applicant
         - 7 days
   - No
     - 7 days

2. Comments Submitted?
   - Yes
     - Application is declared ‘Technically Complete’ and continues to Public Comment
     - 15 days
   - No
     - Public Hearing held. Decision is issued within 10 days
     - 22 days
Alley and Street Vacations

Applicant submits. Application and supporting documents forwarded to City Departments and Agencies

+/-15 days

Staff drafts proposed conditions. Comments and conditions are then sent to the applicant. **Does the applicant wish to proceed?**

Yes

Ordinance is read stating conditions. Applicant must meet conditions before final reading

Staff consults with Council (PED) to brief on the project, and through a resolution at the next Council meeting, sets a public hearing date

Notification of public hearing

20-30 days

Public Hearing held **Does Council vote to approve?**

Yes

Indicates stages when Neighborhoods are receiving additional notification
Neighborhood Council Responsibility

- Research
  - All City Project List - [My.spokanecity.org/projects](http://My.spokanecity.org/projects)
  - Citizen Access Online – [aca.spokanepermits.org](http://aca.spokanepermits.org)

- Commenting on a Project
  - Comments should be consolidated and submitted as one voice, and forwarded through the Neighborhood Chair.
  - Comments need to relate to decision criteria, evidence, information from studies, etc.

- Keep Neighborhood Contacts Current
Contact Information

- Development Services Center
  - City Hall 3rd Floor – 8am-5pm

- Planning | 625-6188
- Building | 625-6114
- General Questions | 625-6300