

# Guide to Public Participation & Commenting on Land Use Actions

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Development Services Center

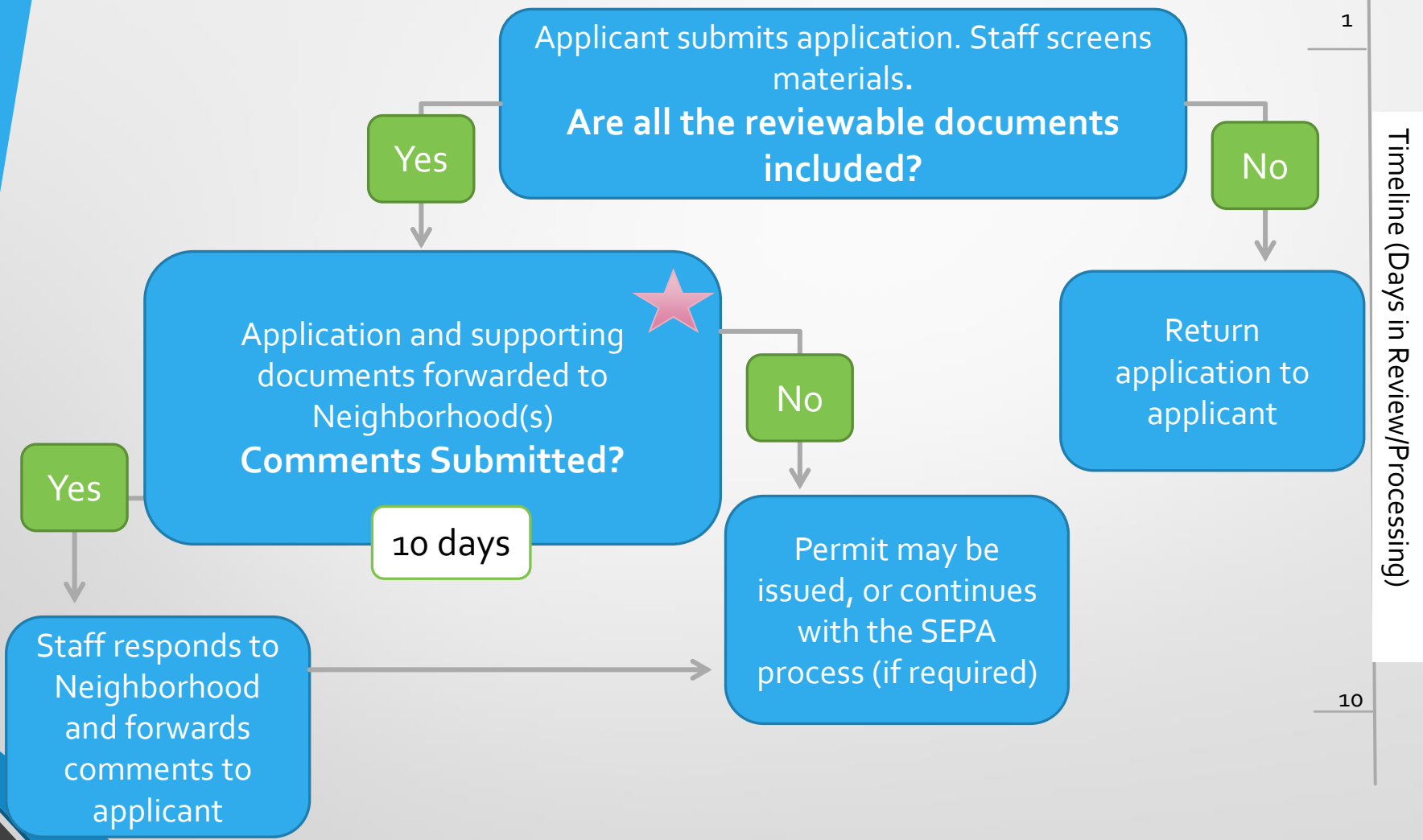


# Neighborhood Notification

- Neighborhood Chairs will receive Notice of Application for the following types of applications:
  - Demolition Permits
  - Type 1 Permits w/ SEPA (*Building permit that triggers SEPA*)
  - Type II Applications (*Short Plats, Shoreline substantial development permits, Administrative Conditional Use Permits*)
  - Type III Applications (*Long plats, Conditional Use Permits*)

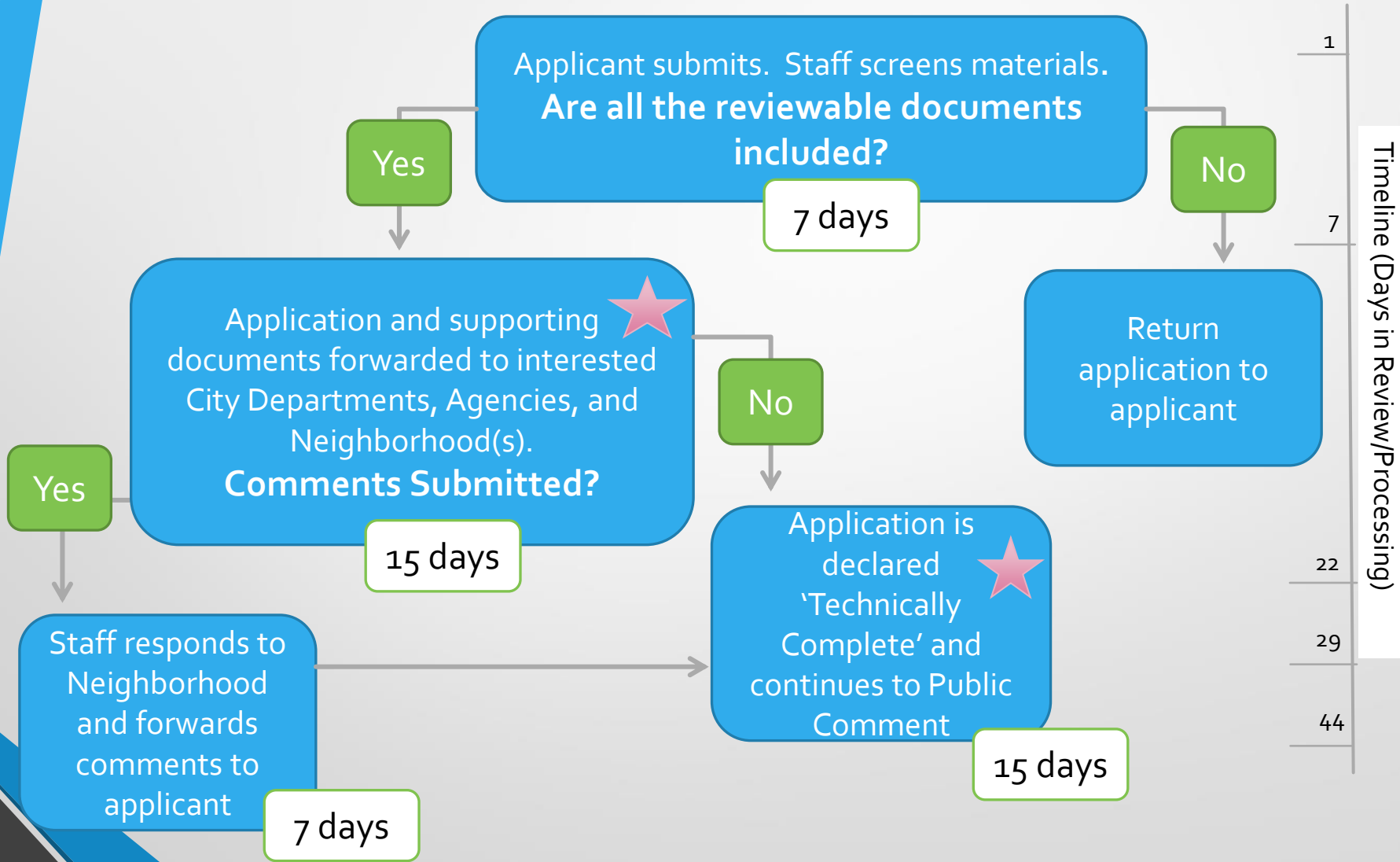
See Table 17G.061.010-1 for a list of specific applications included.

# Demolition Permit Notification Process



★ Indicates stages when Neighborhoods can provide comments

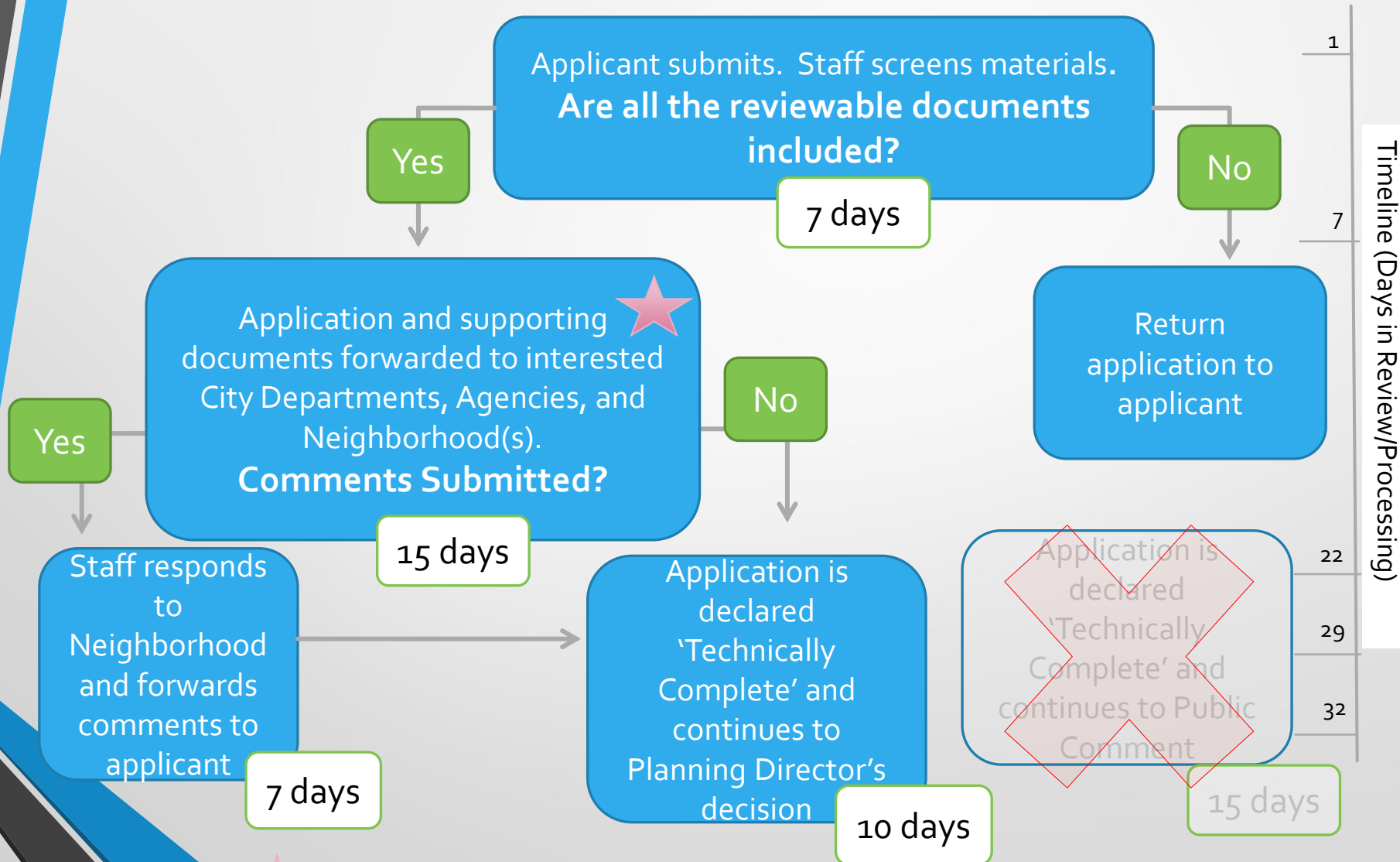
# Type II Application Notification Process



★ Indicates stages when Neighborhoods can provide comments

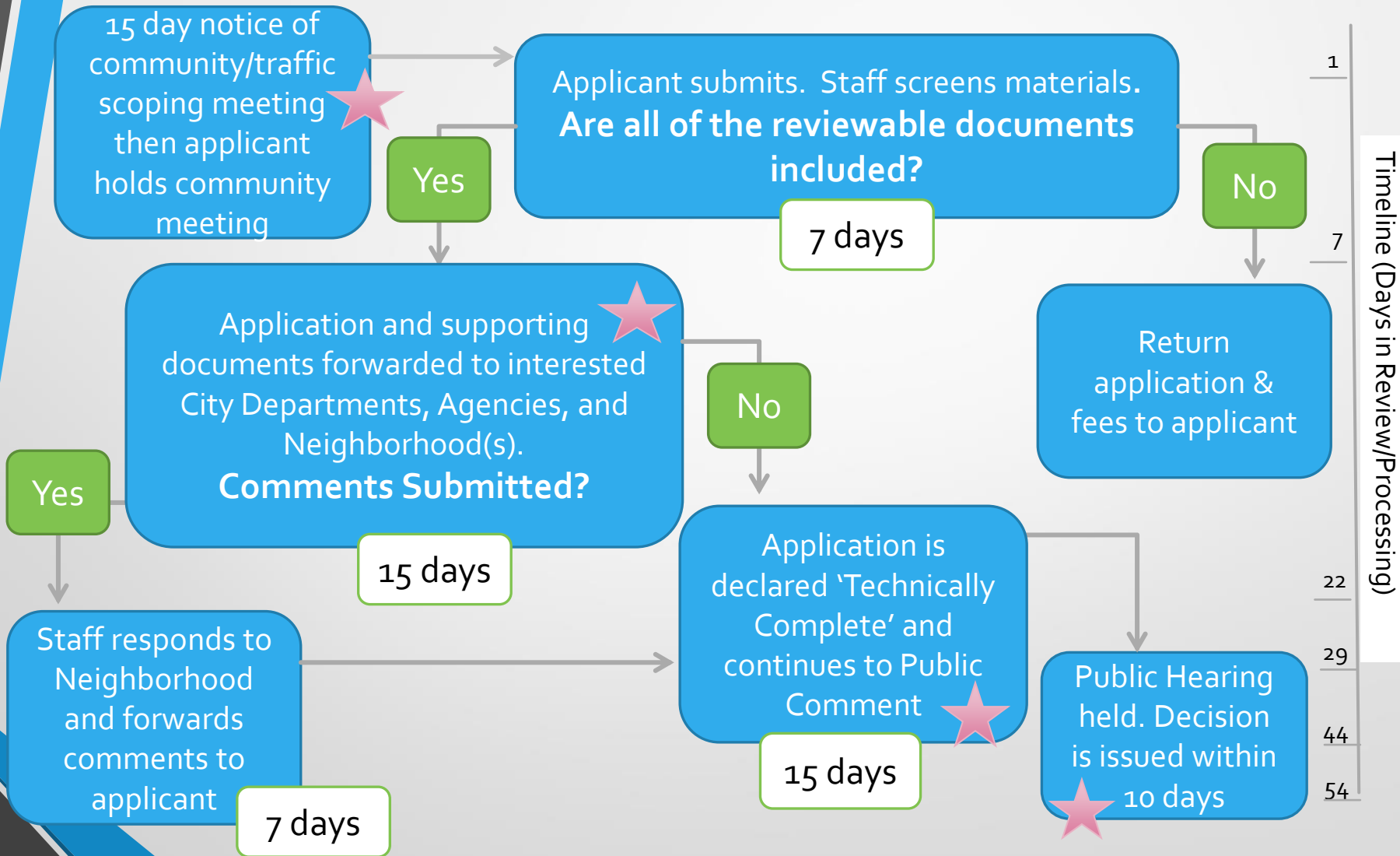
# Type II PSP – Minor Engineering Only

Change Implemented in 2022



★ Indicates stages when Neighborhoods can provide comments

# Type III Application Notification Process



★ Indicates stages when Neighborhoods can provide comments

# Neighborhood Council Responsibility

- Research
  - All City Project List - [My.spokanecity.org/projects](http://My.spokanecity.org/projects)
  - Citizen Access Online (view online records) – [aca.spokanepermits.org](http://aca.spokanepermits.org)
- Commenting on a Project
  - Comments should be consolidated and submitted as one voice and forwarded to the staff contact through the Neighborhood Chair.
  - Comments need to relate to decision criteria, evidence, information from studies, etc.
- Keep Neighborhood Contacts Current

# Pre-Application Pre-Development Meetings

- Departments represented:
  - Planning
  - Building
  - Fire
  - Engineering
  - Streets/Traffic
  - Water/Sewer
  - Urban Forestry
  - 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**



# Contact Information

- Development Services Center
  - City Hall 3<sup>rd</sup> Floor – 8am-5pm
- Planning | 625-6188
- Building | 625-6114
- General Questions | 625-6300