



## Type I Application Procedures

**When Applicable:** Type I applications include, but may not be limited to, the following applications:

- Fence Permit
- Home Occupation Permit
- Partition Final Plat
- Property Line Adjustment/Lot Consolidation
- Subdivision (Minor) Final Plat

See Table 12.70.020-1 of the Community Development Code for a full list of applications and corresponding procedure type.

**General Description:** Type I procedures apply to “ministerial” permits and applications. Decisions on ministerial applications are made by City staff, based on clear and objective approval criteria, and do not require interpretation or the exercise of policy or legal judgment. A decision to approve or deny a ministerial permit must be made unless the application is withdrawn.

Pre-application conferences and neighborhood meetings are not required for Type I applications. Public notice is not required for Type I applications.

The review authority for Type I applications is the Planning Director. Based on the criteria and the facts contained within the record, the Planning Director shall approve, approve with conditions or deny the requested application. Only the applicant may appeal a Type I decision. The appeal period for Type I applications is 15 calendar days from the date of decision.

**Type I Application Processing Time:** Type I applications that result in permits, such as a Fence Permit or a Home Occupation Permit, are processed in approximately 1 – 2 days. Applications such as a Property Line Adjustment/Lot Consolidation are processed in approximately 1 – 2 weeks. Applications such as Type I Final Plats are processed in approximately 4 weeks.

The following are the Type I procedures as set forth in Section 12.70.030 of the Community Development Code:

### **12.70.030 Type I Procedure.**

- General Description.** Type I procedures apply to “ministerial” permits. Decisions on ministerial permits are made by City staff, based on clear and objective approval criteria, and do not require interpretation or the exercise of policy or legal judgment. A decision to approve or deny a ministerial permit must be made unless the application is withdrawn. Type I procedures require notice and right to appeal only to the applicant.
- When Applicable.** Table 12.70.020-1 identifies Type I applications. Applications not listed on Table 12.70.020-1 may be identified as Type I by the Planning Director based on the General Description in this Section.
- Pre-Application Conference.** A pre-application conference is not required for Type I applications.

- D. Neighborhood Meeting. A neighborhood meeting is not required for Type I applications.
- E. Application Requirements.
1. Type I applications shall be submitted on application forms provided by the Director. The application forms shall list applicable submittal requirements as required by Subsection 12.70.110.C.
  2. Type I application forms shall include a Decision Section in which the Planning Director or the Director's designee will note the Decision, supporting findings, and appeal provisions.
  3. Type I applications shall be accompanied by the required fee.
  4. Type I applications are subject to the completeness review procedures set forth in Subsections 12.70.110.D and E.
- F. Public Notice. Type I applications do not require public notice or an opportunity for comment.
- G. Review Authority. The review authority for Type I applications shall be the Planning Director. The Planning Director shall approve, approve with conditions or deny a Type I application within 15 days after the application was determined to be complete.
- H. Notice of Decision. Written Notice of the Decision for Type I applications shall consist of either the approved Permit, or a copy of the application form marked "Denied". Either Notice shall be signed by the Planning Director or the Director's designee. The completed Notice of Decision shall be provided to the applicant by mail or hand-delivery within five days after the application is approved or denied. Together with the Permit or the application form, the Notice of the Decision shall:
1. Include a brief summary of the proposal, the approval or denial of the application, and any applicable conditions of approval;
  2. State the facts upon which the Director relied to determine whether the application satisfied or failed to satisfy each applicable approval criterion and/or standard; and
  3. State that the decision is the final local decision unless an appeal is filed as provided in Section 12.70.190. The notice of decision shall state the date and time by which an appeal must be filed.
- I. Appeal.
1. Only an applicant may appeal a Type I decision. Appeal authorities are identified in Table 12.70.020-1 and appeal requirements and procedures are set forth in Section 12.70.180. If the applicant does not file an appeal within the time specified in Section 12.70.180, the decision is final.
  2. If the applicant appeals the Planning Director's decision, the appeal authority's decision is the final local decision on the application.

**Development Services & Permitting Center**