



ADMINISTRATIVE CONDITIONAL USE HANDOUT

What does *Administrative Conditional Use* mean?

Administrative Conditional Use is a Type II permit ([LSMC 14.16C.015](#)) for certain land uses and/or construction activities that may affect neighboring properties. Because of this risk, Administrative Conditional Use permits require public notice to allow neighbors to comment on the proposal or request a public hearing. Based on possible impacts and public comment, the City may impose specific conditions to ensure that new use or construction activity is compatible with the existing neighborhood. See [LSMC Table 14.40-I](#) of Permissible Uses by Zone to see a complete list of uses and activities that require an Administrative Conditional Use permit.

Who reviews *Administrative Conditional Use* permits?

The Planning and Community Development Department is the lead reviewer. This department reviews the proposal for compliance with the land use code. They also coordinate permit review with other affected departments and agencies, such as the Public Works Department, Fire Marshal, Lake Stevens Sewer District, Snohomish County PUD, etc.

What is the process?

- The city recommends that the applicant attend a pre-application meeting. To request a pre-application meeting, contact the Permit Center at (425)-622-9400.
- To apply, submit a Type II permit application with the requisite permit materials, address the Administrative Conditional Use permit criteria outlined in [LSMC 14.16C.015](#), along with any other associated permits.
- Once your application is complete, the city will issue a Notice of Application and provide written notice to neighbors, publish the notice in the newspaper and post the notice at City and on the property. The public is given two weeks to submit comments and/ or request a public hearing.

How long does the process take?

The length of time depends on several factors, such as the complexity of the proposal, if environmental review is necessary, the completeness and quality of the application, and if a hearing is requested. In general, the decision will take approximately 100 days and if associated with another land use application the permits will be processed concurrently.

Are any other permits required?

Depending on the request other permits or reviews may be required, such as Environmental Review, a Building Permit, Design Review, and/or a Business License. Planning and Community Development staff can determine if other permits are required and assist you with requirements.

Who makes the decision?

The Planning and Community Development Director will issue the decision, unless a public hearing is requested; in which case, the City Hearing Examiner will issue the decision as a Type III permit per [LSMC 14.16B](#).