



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

ADMINISTRATIVE DEVELOPMENT PLAN (ADP)

For more information, refer to Snohomish Municipal Code (SMC) 14.65.030

WHAT IS AN ADMINISTRATIVE DEVELOPMENT PLAN?

An Administrative Development Plan (ADP) is a site development plan that goes through city staff for review and approval. The final decision is issued by the City Planner.

WHAT ARE THE REQUIREMENTS FOR AN ADP?

ADPs are required for development within areas of Business Park or Mixed Use land use designations. Construction of a single family home does not require an ADP.

The applicant may request ADP approval for projects located outside the Business Park and Mixed Use land use designations, if they include multiple phases, or will require multiple building permits. The benefits include a site-wide approval of parking, landscaping, design review, and consistency with dimensional requirements early in the process. If this option is used, all subsequent building permits must be consistent with the approved ADP.

WHAT IS THE PERMIT PROCESS?

ADPs that are exempt from SEPA approval (State Environmental Policy Act) are processed as Type 1 Permits. ADPs that require SEPA approval are processed as Type 4 Permits.

For SEPA Exempt **Type 1 Permits**, the City Planner reviews the proposal and issues a decision. If the proposal requires design review, a finding of conformance (with or without conditions), or non-conformance will also be issued. Design reviews are evaluated for conformance with the Snohomish Historic District Design Standards, or Snohomish Design Standards and Guidelines outside the Historic District, as appropriate.

SEPA Applicable **Type 4 Permits** must go through all public comment periods and procedures. In general, the process is as follows:

- **28 days** after initial submittal: City Planner issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment.
- **14 days** after re-submittal (if applicable): City Planner issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City Planner issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **14 days**.
- **90 days** after complete application submittal: City Planner issues a threshold determination and Environmental Impact Statement (EIS), if required, when features and impacts of the proposal can be reasonably identified. The applicant may request a **30-day** extension of the threshold determination, if necessary.
- Public comment period for the threshold determination is **14 days**.
- **120 days** after determination of completeness and after public comment period is lapsed: City Planner issues a decision.



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HOW DO I BEGIN?

You are encouraged to participate in a Pre-Application Review, prior to formal submittal of your project. If your ADP is subject to SEPA review, a Detailed Pre-Application Review is required. The Pre-Application process is an opportunity for applicants to meet with all city departments, for specific feedback on issues involving land use, street and utility improvements, building codes, and City code compliance.

Pre-Application reviews are two-tiered. A Conceptual review is optional and encouraged for all permit types. Detailed reviews are required for Type 3-6 Permits. Pre-Application Submittal forms and information are available online, or at City Hall, 116 Union Avenue.

DO I HAVE TO SUBMIT BUILDING PLANS WITH AN ADP?

The building design review portion of your project can be deferred to the building permit application. In that regard, the City may waive the requirement to submit building plans with the ADP submittal. Design review for other site features will occur as part of the ADP review.

However, you must provide drawings of existing buildings, proposed building pads or envelopes, and a description of the maximum floor areas and proposed categories of use with your ADP submittal.

WHAT ARE THE DEVELOPMENT FEES?

The fees submitted at the time of application are an estimate to cover the actual cost of processing your application. City costs will be deducted from your deposit balance as they occur. If the deposit balance becomes insufficient to cover the actual cost to process your application, an additional deposit will be required.

An ADP submittal fee is required for all ADP application submittals. Both the Environmental Review fee and the Critical Areas Review fee are only required if applicable to your project.

WHERE CAN I FIND MORE INFORMATION?

The Snohomish Municipal Code (SMC) has several chapters that apply to Administrative Development Plans. For more information, refer to the following:

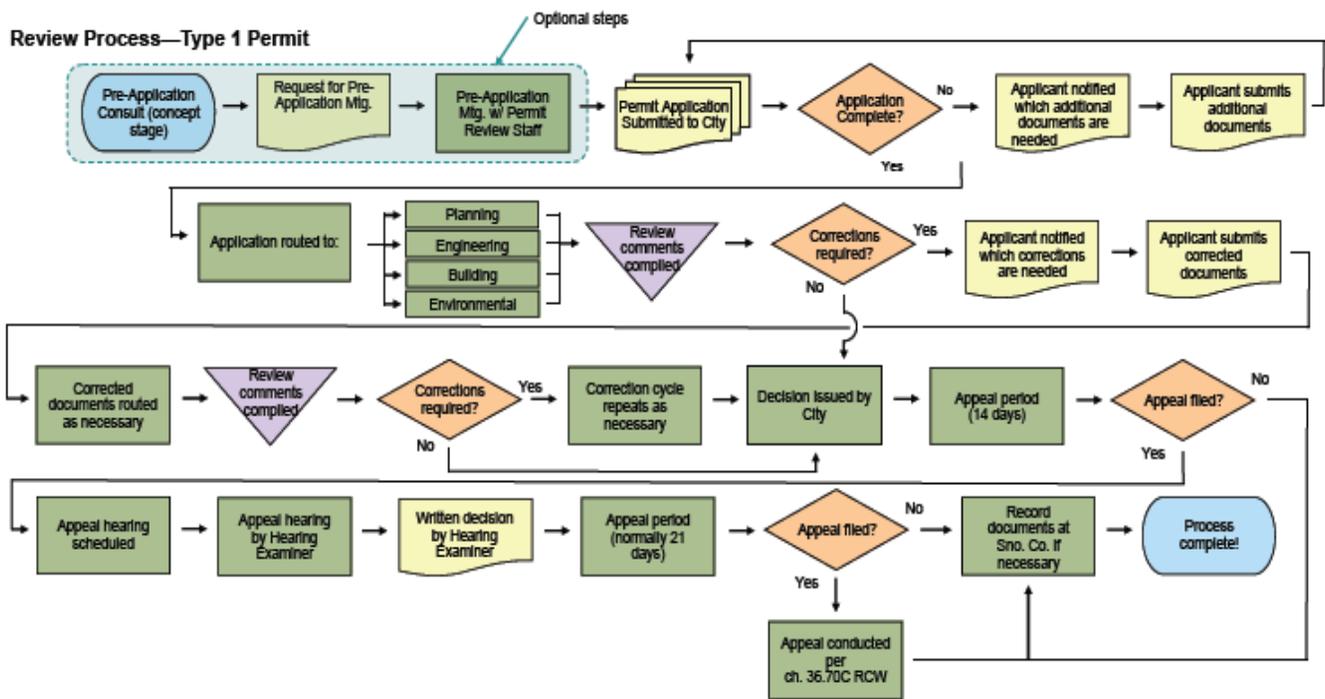
- **14.55** – Provisions Applicable to all Permits
- **14.65.030** – Administrative Development Plans and Recorded Development Plans
- **14.205** – Permitted Land Uses (see sections related to BP and MU land use designations)
- **14.210** – Dimensional & Other Requirements
- **14.225** – Design Standards in the Historic District
- **14.230** – Design Standards Outside the Historic District
- **14.235** – Off-Street Parking, Loading, and Access Requirements
- **14.240** – Landscaping, Screening, Fencing, and Retaining Walls
- **14.250** – Shoreline Development (applicable within 200 feet of a Shoreline of the State)
- **14.255, 14.260, 14.265, 14.270, 14.275, 14.289** Chapters relating to Critical Areas, for projects applicable to Critical Areas Review only

WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

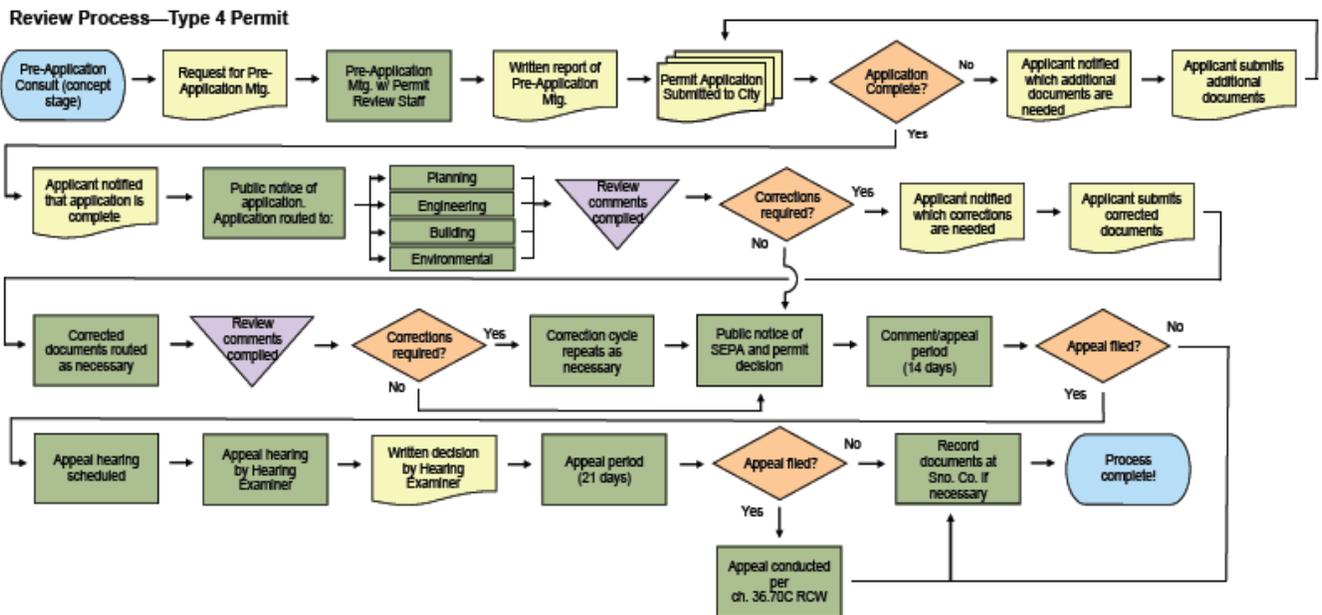
The City has very specific requirements for ADP submittals. In addition to the ADP and Land Use Application forms, submittals must include mailing labels for property owners within 300 feet of the project site, studies and reports on geotechnical, traffic, drainage, flood control, and critical areas, as applicable. A current title report is required, as are complete development plans and existing conditions maps. A SEPA Checklist and may also be required. An **ADP submittal checklist** is included in this packet, and shall be used as a guide for your submittal.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360) 568-3115 between 9:00 a.m. and 5:00 p.m. Monday through Friday.

Type 1 Permits include: boundary line adjustment, minor variance, land clearing, signs, temporary permit; building permit and administrative development plan when not subject to SEPA. Public notice of application and decision is not required.



Type 4 Permits include: administrative development plan, building permit, and short plat when subject to SEPA. Public notice of application and decision is required.



- NOTES:**
1. Refer to Title 14 of the Snohomish Municipal Code for current information.
 2. If required, design review conducted during department application review.
 3. Permit fees are required in order for an application to be considered complete.
 4. Additional fees, including impact fees, may be required at the time of permit approval.
 5. Additional time required for public notice and appeal periods for shoreline permits.
 6. Public hearing would include SEPA appeal, if any.