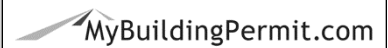




ADMINISTRATIVE USE PERMIT

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Administrative Use Permit

INFORMATION SHEET

What is an Administrative Use Permit?

An Administrative Use Permit (AUP) is a land use decision most often made by the Planning Director to allow a certain land use that is not permitted outright within a City specified zoning district. Administrative Uses typically require an expanded degree of control to make sure the uses are consistent with, and compatible to, other existing and permitted uses within a zone.

An AUP can be Type I, Type II, or Type III Decision.

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are typically administrative decisions made by the City which include threshold determinations under SEPA. When SEPA is required, the City issues a notice of application which has a public comment period.

Type III decisions are quasi-judicial decisions made by the City of Auburn Hearing Examiner following recommendation by Staff. In cases where the application information requires clarification, raises sensitive public policy issues, and/or the comment period demonstrates a substantial degree of public concern, the planning director will forward the application for a decision by the Hearing Examiner.

In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner appealed to the Superior Court of the county in which the property is located.

What is the role of the Hearing Examiner?

The Hearing Examiner is responsible by City Code to interpret, review, and implement land use regulations and other ordinances and regulations. He/she reviews recommendations from City Staff and conducts a public hearing where the public can make written and verbal comments on the application. Following the public hearing, the Hearing Examiner issues a written decision.

When will I know if my application has been forwarded to the Hearing Examiner for a decision?

A written notice will be sent to you within 10 days after the public comment period closes detailing the reason(s) why the permit application was sent to the Hearing Examiner. At this time, supplemental permit review fees will need to be paid in order for the application process to continue. THE APPLICATION WILL BE DEEMED WITHDRAWN IF THE FEES ARE NOT PAID WITHIN 30 DAYS OF NOTIFICATION BY THE CITY.

Do I need to be at the Public Hearing for an Administrative Use Permit?

Current City code specifies that the owner or the owner's authorized representative must attend the public hearing. If the owner or the owner's authorized representative is not present at the public hearing, current City code directs that the administrative use application be tabled or public hearing not held until a representative is in attendance.

How long before I am notified if my application is complete?

Within 28 calendar days of receiving your application, City Staff will determine if the application is complete based on the required documents. If your application is incomplete you will be notified via email detailing required information to make your application complete.

How long are ADMs valid for?

Current City Code specifies that an ADM must be implemented within two (2) years. If a building permit or occupancy permit has not been issued within the two (2) year period, an approved ADM will become void. A change in use or hours of operation (if specified) outside of that authorized by the implemented ADM will also void the permit

What is SEPA and when is it applicable?

Administrative use permits may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, size of building, etc.); projects that require licensing for air emissions or discharges to water; or other factors. [WAC 197-11-800](#), as modified by [ACC 16.06.055](#), provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist must be submitted with the application. The Director issues an initial Threshold Determination (e.g. DNS or MDNS) along with the Notice of Application which is final upon the comment and appeal periods expiring. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments provided during the comment or appeal periods. If the Director issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on the application(s).

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

Administrative Use Permit – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

Forms & Written Materials:

- ☐ **Owner Authorization Form(s)** for all owners involved.
- ☐ **Written Statement of Conformance with Criteria.** Provide a detailed description of the proposed project or proposal including, but not limited to: the changed to the site, structure, landscaping, parking, and land use and addressing how proposal meets criteria of [ACC 18.64.040](#) (Findings of Fact). These code criteria are listed at the end of this checklist.
- ☐ **Evidence of Compliance to Multi-Family/Mixed Use Design Standards and Infill Standards.** If applicable to the proposed project, submit required written and plan/graphics documentation demonstrating compliance to the applicable [design standards](#) for multi-family or mixed use development. If infill standards apply, submit required written and plan/graphic documentation demonstrating compliance with [Chapter 18.25 ACC](#).
- ☐ **SEPA Checklist** if applicable, the administrative use will result in a project that is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director will require a completed copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.
- ☐ **Neighborhood Review Meeting Documentation** if applicable, submit required documentation for neighborhood review meeting required by [ACC 18.02.130](#). This is required for a residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.
- ☐ **Additional Public Notice Requirements Documentation** if applicable, demonstrating completion of additional public noticing per [ACC 18.64.020\(1\)](#).

Plans & Graphics:

- ☐ **Site Plan** – The following graphic features must be shown on the drawing(s):
 - Vicinity Map
 - North arrow, numeric/graphic scale, and date plan was prepared;
 - Boundaries and dimensions of the property;
 - Adjacent public streets;
 - Easements, existing and proposed;
 - Location and size of all existing and proposed utilities;
 - Location of all other buildings, including setbacks;
 - Location and layout of off-street parking;
 - Location and height of fences;
 - Location and size of signs;
 - Height of structures;
 - Points of access, interior streets, driveways, and parking areas existing and proposed;
 - Location of refuse storage locations, bicycle parking areas, and pedestrian/bike paths;
 - Proposed right-of-way, dedications, and improvements;
 - Location of storm water quality/detention facilities;
 - Boundaries of development phases, if applicable; and
 - Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

- ❑ **Scale & Legibility** – All plans, except architectural elevations, should be to scale (engineering scale) in a format no larger than 24"x36", at 1"=100' or larger (1"=20' preferred). An index sheet of the same size is required for multi-sheet submittals. Architectural elevation may be drawn to an architectural scale in a format no larger than 24"x36".
- ❑ **Architectural Elevations** if applicable, the administrative use involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include dimensions of the building(s) or other structure(s) and the type and occupancy of the buildings or structures per the International Codes. Indicate the proposed exterior materials, colors, and textures.
- ❑ **Conceptual Landscaping Plan** prepared in accordance with [Chapter 18.50 ACC](#) (Landscaping and Screening) inclusive of:
 - North arrow, graphic scale, and date plan was prepared;
 - Boundaries and dimensions of the property;
 - Adjacent public and private streets;
 - Location of on-site buildings;
 - Location of on-site parking areas;
 - Location of outdoor storage areas;
 - Location and size of landscape areas
 - Location of significant trees
 - Location of water source(s);
 - Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains; and
 - Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting.

PDF Requirements: All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be uploaded as a separate PDF file and clearly named by document title; common acronyms are okay (e.g., *SSP* – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report).

Example: Smith Building – Prelim SSP.pdf

WRITTEN STATEMENT OF DECISION CRITERIA FOR ADMINISTRATIVE USE PERMITS

In a written statement please fully describe the proposal and its conformance with the following criteria as specified in ACC 18.64.040 (Findings of Fact).

- A. The use will have no more adverse effect on the health, safety or comfort of persons living or working in the area and will be no more injurious, economically or otherwise, to property or improvements in the surrounding area than would any use generally permitted in the district. Among matters to be considered are traffic flow and control, access to and circulation within the property, off-street parking and loading, refuse and service area, utilities, screening and buffering, signs, yards and other open spaces, height, bulk, and location of structures, location of proposed open space uses, hours and manner of operation, and noise, lights, dust, odor, fumes and vibration;
- B. The proposal is in accordance with the goals, policies and objectives of the comprehensive plan;
- C. The proposal complies with all requirements of the zoning code;
- D. The proposal can be constructed and maintained so as to be harmonious and appropriate in design, character, and appearance with the existing or intended character of the general vicinity;
- E. The proposal will not adversely affect the public infrastructure;
- F. The proposal will be supported by adequate public facilities and services and will not adversely affect the public infrastructure; and
- G. The proposal's impacts can be appropriately mitigated through the application of conditions of approval, as applicable.