



Land Use Review Application (Types 1, 2 and 3)

File Number _____

APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		E-Mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner:		Daytime Phone:
Mailing Address:		E-Mail:

PROJECT INFORMATION		
Site Address:	Parcel Number:	
Zoning District:	Comprehensive Plan designation:	
Number of Acres:	Number of Lots:	Number of Units:
Legal description of property:		
Review Process: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Binding Site Plan		
Affected critical areas: <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Critical Aquifer <input type="checkbox"/> Landslide Hazard Area <input type="checkbox"/> Fish & Wildlife		
Description of proposal (attach additional sheets if necessary):		

SIGNATURE

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional engineers and other consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: _____ Signature: _____

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.



Land Use Review Informational Handout (Types 1, 2 and 3)

WHAT IS A LAND USE REVIEW?

The City of Burien uses the Land Use Review process to determine if certain uses and projects comply with the Zoning Code and Comprehensive Plan and to provide an opportunity for public comment on the proposal as well as inform the public about proposed projects. There are four types of Land Use Reviews: Types 1, 2, 3 and 4. The Zoning Code will indicate which type of Land Use Review is required (if any) for a particular land use or project.

- ◆ *Type 1 Land Use Review* involves a decision by the Community Development Director following issuance of a public notice, consideration of written public comments, and review of a written staff recommendation. The Director's decision can be appealed to the City's Hearing Examiner.
- ◆ *Type 2 Land Use Review* involves a decision by the City's Hearing Examiner following issuance of a public notice, a public hearing, consideration of public comments, and review of a written staff recommendation. The Hearing Examiner's decision can be appealed to the City Council.
- ◆ *Type 3 Land Use Review* involves a decision by the City Council following issuance of a public notice, a public hearing by the Hearing Examiner, consideration of public comments, and review of a written Hearing Examiner recommendation. The City Council's decision can be appealed to Superior Court.
- ◆ *Type 4 Land Use Review* is used for items such as Zoning Code or Comprehensive Plan amendments — items that are legislative in nature rather than associated with a specific piece of land or a specific development project. Type 4 Land Use Reviews are handled by the Planning Commission and City Council. Please contact the Department of Community Development if you're interested in the Type 4 Land Use Review process.

WHAT STEPS ARE REQUIRED FOR A LAND USE REVIEW AND HOW LONG WILL IT TAKE?

The following is a summary of the steps required for review and processing of a Land Use Review application. Under local and state laws, the City has 120 days to issue a decision on your application, beginning on the day the application is complete (however, our actual average processing times have been less). NOTE: The 120-day timeframe excludes time for response to requests by the City for additional information from the applicant.

1. **Pre-Application Meeting** A pre-application meeting with the Project Review Team is required for all Land Use Reviews. Pre-application meetings are generally held every other Thursday morning of each month. To set up a pre-application meeting, submit a *Pre-Application Meeting Request*, along with the required information, to the Department of Community Development by the deadline, two weeks before the meeting. The Project Review Team consists of staff from the city departments of Community Development (Planning and Building), and Public Works, along with staff from the appropriate water, sewer and fire districts. The purpose of the pre-application meeting is to provide the applicant with a preliminary list of issues, code requirements, and application requirements.
2. **Call for Application Submittal Appointment** Call the Planner who handled your pre-application meeting to set up an application submittal appointment. Generally, this can occur within a day or two.
3. **Determination of Completeness** Within 28 days of submittal, your application will be reviewed for completeness. A letter will be sent if additional information is needed. If the application is complete, the public notice process will begin.
4. **Notice of Application** Staff will prepare a public notice of your application that is published in the newspaper, mailed to property owners within 500 feet of the property, and posted on the property. You are responsible for erecting the notice board(s) by the Notice of Application date. The public comment period that begins on the Notice of Application date is 21 days (30 days for short plats).

5. **Staff Review** Your application will be reviewed by the Project Review Team, and any technical requirements will be provided to you. Also, the Planner assigned to your project will prepare a written advisory report (staff recommendation) analyzing your application and applicable Zoning Code regulations and Comprehensive Plan policies.
6. **Decision** This step depends on the type of Land Use Review.
 - A. Type 1 Review: The Community Development Director reviews the staff recommendation and issues a decision.
 - B. Type 2 Review: The Hearing Examiner reviews the staff recommendation, conducts a public hearing, and issues a decision.
 - C. Type 3 Review: The Hearing Examiner reviews the staff recommendation, conducts a public hearing, and issues a written recommendation on the application. City Council reviews the Hearing Examiner's recommendation and makes a decision.
7. **Appeal** The appeal period is either 14 or 21 days, depending on the type of application.

HOW CAN I SPEED UP REVIEW OF MY APPLICATION?

Review times are generally dependent on the complexity of the project, the amount and content of public comment, and staff, Hearing Examiner and City Council workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. **Provide Good Quality, Accurate Information** The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan, or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail, and content.
2. **Read and Understand the Regulations and Policies** We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information, and addressing neighbors' concerns. It helps if you can specifically address the relevant code sections applicable to your project. This makes our review easier and faster.
3. **Meet With Your Neighbors Before Finalizing Your Plans** Many times, neighbors oppose a project simply because they didn't know about it until they saw the public notice board. They feel that the applicant is trying to sneak something by them. An informal neighborhood meeting or individual meetings can be very helpful in diffusing opposition to your project. If done before you apply, these meetings also can allow you to make design changes so that the neighbors will be supportive of your project.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.



Land Use Review Checklist (Types 1, 2 and 3)

PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials that apply to your proposal have been checked off.

Pre-Application Meeting	REQUIRED	PROVIDED
A pre-application meeting with a planner is required within the three months immediately prior to submittal (see separate pre-application meeting handout).	X	

Application	REQUIRED	PROVIDED
Contact your project planner to submit your application.	X	
A completed and signed Land Use Review Application Form.	X	
Variance Criteria Questionnaire (if applying for a variance)		

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees and engineering deposits (see separate fee schedule).	X	

SEPA Environmental Checklist	REQUIRED	PROVIDED
A completed and signed SEPA Environmental Checklist (see separate SEPA Checklist handout).		

Survey, Site Plans and Building Elevations	REQUIRED	PROVIDED
Dimensioned plans, drawn at 1" = 20' or a comparable scale, showing:	X	
1. Property survey showing property dimensions, any existing structures that are proposed to remain on the property, and names of adjacent rights-of-way.		
2. Existing streams, lakes, and shorelines, fire hydrants, utility lines (including location of nearest utility poles and fire hydrants), structures, rockeries, roadways, and other relevant manmade or natural features.		
3. A tree inventory by species of all existing trees 6" or more in diameter and an indication of which trees will be retained or removed. The diameter, dripline, and trunk locations should be accurately depicted.		
4. Proposed landscaping: size, species, location, and distance apart.		
5. Location and dimensions of proposed structure(s), parking areas (include degree of angle for parking stall design), driveways, and roadways.		
6. Existing and finished grades at 5-foot contours with the precise slope of any area in excess of 40%.		

7.	The location and type of any critical areas and their required buffers, per BMC 19.40 Critical Areas, on and within 100 feet of your property.		
8.	Gross floor area and parking calculations.		
9.	Calculations for proposed lot area, density, setbacks, building coverage, impervious surface coverage, building height, and parking.		
10.	Location and size of proposed utility lines, together with Certificates of Availability for water, sewer, and fire hydrants.		
11.	Name, location, and dimensions of any existing and proposed improvements and easements in existing or proposed rights-of-way per the Burien Road Design and Construction Standards Manual.		
12.	For multifamily residential, location and dimensions of common and private recreation space.		
13.	Dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale, showing at least two facades.		

Drainage Plans		REQUIRED	PROVIDED
A permanent and complete stormwater control plan that includes curbs, gutters, inlets, catch basins, tightlines, retention and detention facilities, stabilized outfalls, and subterranean water.		X	
A drainage report prepared by a licensed professional engineer complying with the current editions of the King County Surface Water Design Manual, and the Stormwater Pollution Prevention Manual (see separate handout).		X	

Critical Area Study		REQUIRED	PROVIDED
A critical area study complying with City of Burien Critical Areas Code Section 19.40 (see separate handout).			

Other Required Information		REQUIRED	PROVIDED