



Town of Skykomish

DEVELOPMENT PERMIT APPLICATIONS

The Town issues permits for a number of development-related applications. This packet contains information and forms for the following permits:

- Subdivisions (Preliminary and Final)
- Subdivision Vacations and Alterations
- Short Plats
- Boundary Line Adjustments
- Conditional Use Permits
- Zoning Variances
- Rezones
- Flood Damage Prevention Permits*
- Critical Area Exceptions
- Clearing and Grading Permits
- Shoreline Permits

*Permit application materials for building permits and sign permits (which are considered within the building permit process) and design review are not included in this package. In addition, Flood Damage Prevention Permits may be combined with building permits depending upon the type or work to be done.

Applicants should be aware that many projects may require several permits. The Town will make every effort to consolidate the review and approval processes when this occurs, but since there are different approval requirements, this may not always be possible. In order to be as efficient as possible, applicants are encouraged to do the following:

1. Become familiar with the zoning and other regulations that affect your project.
2. Obtain information about your site from the Town Hall.
3. Schedule a pre-application meeting with Town Staff to go over your project before you have prepared extensive plans. This will help you and the Town decide the best way for you to get through the permit process.

This packet is organized into the following sections:

1. Application Cover Sheet – Required information for all applications.
2. Permit Procedures – How the Town processes applications.
3. Specific Permit Application Forms.

TOWN OF SKYKOMISH PERMIT APPLICATIONS

**REQUIRED APPLICATION INFORMATION
(All Permits)**

If it is necessary to submit applications for more than one permit, just fill out this page once.

Property Owners' Name _____

Affidavit of Ownership
(Attached) _____
Address _____

Phone/Fax _____

Email _____

Applicant/Agent's Name _____

Address _____

Phone/Fax _____

Email _____

Project Site Address _____

Tax Parcel Number(s) _____

Legal Description
(May be on a separate sheet) _____

Project Name (If Applicable) _____

Permits Needed
(Check All that Apply)

- | | |
|---|--|
| <input type="checkbox"/> Short Plat | <input type="checkbox"/> Boundary Line Adjustment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Critical Area Exception |
| <input type="checkbox"/> Clearing & Grading | <input type="checkbox"/> Shoreline Development |
| <input type="checkbox"/> Shoreline Variance | <input type="checkbox"/> Shoreline Conditional Use |

TOWN OF SKYKOMISH PERMIT APPLICATIONS
SKYKOMISH PERMIT PROCEDURES

| Project Permit/Approval Types | | |
|---|--|--|
| Type 1 | Type 2 | Type 3 |
| <ul style="list-style-type: none"> • Boundary Line Adjustment • Home Occupations & accessory uses in the residential zone • Administrative Interpretation • Critical Area Exception • Shoreline Substantial • Development Permit • Short Plat • Flood Damage Prevention • Clearing and Grading | <ul style="list-style-type: none"> • Preliminary & Final Plat • Subdivision Alteration & Vacation • Shoreline Variance & Conditional Use • Zoning Ordinance Variance & Conditional Use | <ul style="list-style-type: none"> • Amendments to the Comprehensive Plan, Shoreline Master Program, Zoning map & text, and other development regulations |

| Permit Approval Procedures | | | |
|--|----------------------------|---------------------------------|---|
| | Type 1 | Type 2* | Type 3 |
| Recommendation by | n/a | Planning Commission | Planning Commission |
| Final decision made by | Administrator | Town Council | Town Council |
| Pre-application Meeting | No | Yes | Yes |
| Notice of application/final decision required | No | Yes | No |
| Open record public hearing | No | Yes, before Planning Commission | Yes, before Planning Commission <i>Note: Council may hold a second hearing</i> |
| Open record appeal of final decision | Before Planning Commission | n/a | n/a |
| Closed record appeal hearing | Before Town Council | Before Town Council | n/a |

** Note that the Department of Ecology shall approve, approve with conditions, or deny all Shoreline Conditional Use Permits and Variances approved by the Town.*