



Submittal Requirements

9/26/2016

CONDITIONAL USE APPROVALS

- _____ **Administrative Conditional Use:** Review of certain use or development to ensure compatibility within the land use district or with surrounding properties and wireless communication facilities. **(LA)**

- _____ **Conditional Use:** Review of certain use or development to ensure compatibility within the land use district or surrounding properties and wireless communication facilities. Requires a public hearing before the hearing examiner. **(LB)**

- _____ **Land Use Approval Amendment:** Administrative amendment of a previously approved Conditional Use. **(LI)**

- _____ **Land Use Code Exemption:** An activity, structure, minor addition or site modification to a previously approved project or decision exempt from further Conditional Use review as determined by the director—such as an awning; canopy; fence; mechanical equipment screening; exterior color, material, façade redesign or replacement; adjustments to site access, parking layout; or landscape area; or expansion of use. **(LJ)**

To submit your application online use www.mybuildingpermit.com.

If you are applying in person at City Hall, submit the number of copies specified below for your application type.

Initial for waiver by City of Bellevue Planner	Administrative Conditional Use	Conditional Use	Land Use Approval Amendment	Land Use Exemption
This Chart	1	1	1	1
Application	1	1	1	1
"Bill To" Form	1	1	1	1
Preapplication Conference Letter	1	1	1	
Letter of Property Owner Authorization	1	1		1 ^H
Boundary & Topographic Survey	2	2	2	
Site Plan A ^A	5	5		2
Site Plan B ^B	5	5	5	
Floor Plan	2	2	2	
Building Elevations ^B	5	5	5	2
Preliminary Clearing & Grading Plan	4	4	4	
Preliminary Landscape Plan	5	5	5	Footnote C
Exterior Lighting Plan	2	2	2	
Geotechnical Report	2	2	2	
Environmental Checklist	3	3	3	

	Administrative Conditional Use	Conditional Use	Land Use Approval Amendment	Land Use Exemption
Metes & Bounds Legal Desc. ^D		1		
Description of Proposal & Design Intent	See sheet #18. See sheet #18a for Wireless Facilities Footnote E			
Noticing Requirements	Footnote F			
Building Materials & Color Samples				See sheet #18.
Site Photographs and/or Photo Simulations	1	1	1	1
Other Requirements	Footnote F			Footnote G
Fees	Permit Processing provides current fee information (425-452-4898). Fees are due at submittal ; additional fees may be due at issuance and/or in monthly billings.			

Footnotes

- ^A Wireless Communication Facilities: Site Plan A is required for this application type. And in addition to the application submittal requirement for Conditional Use, you must also provide the information requested on Sheet 18a (*Supplemental Information Required for Wireless Communication Facility Applications*).
- ^B Show the proposed location(s) for all signs on Site Plan B and Building Elevations. Provide conceptual details of the number, sizes, and design, including overall dimensions. All signs must be obtained by separate permit and meet the *Bellevue Sign Code* (BCC 22B.10).
- ^C Landscape Plan only required when there are changes to landscaping, **3 copies**.
- ^D Property located in the East Bellevue Community Council area.
- ^E Submit a written description of the proposal, including square feet of the proposed building addition and of existing buildings.
- ^F The City of Bellevue provides mailed noticing (including labels) to all property owners with 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site. The applicant will pay \$230 per sign.
- ^G If applying for a Wireless Communication Facility, provide a written response to demonstrate compliance with the criteria of LUC 20.30F.175.C.1.
- ^H Letter of Property Owner Authorization required if applying for a Wireless Communication Facility.

Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to Critical Areas (streams and stream buffers, wetlands, floodplains and geologic hazard areas), additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.