



Submittal Requirements

9/22/16

MISCELLANEOUS LAND USE ACTIONS

- _____ **Accessory Dwelling Unit:** Registration of a separate dwelling unit within a single-family residence. See *Land Use Code* 20.20.120. (LX)
- _____ **Childcare Registration, Nonresidential District:** Child care located in other than a private residence. A day care center (includes mini day care center) located in a community facility or other facility. (LV)
- _____ **Home Occupation:** Business conducted in a dwelling by a resident of that dwelling; the business must be largely incidental to use of the premises as a dwelling. In a nonresidential land use district, a Home Occupation Permit must be obtained or all commercial development standards must be met. **Exemption:** A business which has no external indication of commercial activity—including no nonresident employees, no client visits, no business-related deliveries, and no vehicle signage—is exempt from a Home Occupation Permit but will require a City of Bellevue Business Registration. See *Land Use Code* 20.30N. (LH)
- _____ **Amplified Sound:** Required for the operation of sound amplification equipment. See Noise Control (BCC 9.18.020.0). (LY)
- _____ **Temporary Use:** Seasonal or transient uses not otherwise permitted may be allowed on an interim basis without full compliance with the development standards. **Apply a minimum of 7 days prior to the event.** See *Land Use Code* 20.30M. Temporary Use approval is not required for any event regulated by the City's *Special Events Code* (BCC 14.50). (LR)
- _____ **Temporary Encampment:** Required for all proposals to establish transient or interim gatherings of temporary enclosures except recreation encampment of less than 10 days. See *Land Use Code* 20.30U. (LZ)
- _____ **Vendor Cart Permit including Sign:** Required for all carts with functional wheels which are operated for the purpose of vending food, drink, or retail goods. See *Land Use Code* 20.30A. (LT)

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	Accessory Dwelling Unit	Childcare Registration	Home Occupation	Amplified Sound	Temporary Use	Temporary Encampment	Vendor Cart
This Chart	1	1	1	1	1	1	1
Application	1	1	1	1	1	1	1
Business Registration		1	1		if business venture		1
Temporary Use Abatement Agreement					1		
Proof of DEL Permit (Dept of Early Learning)		1					
Site Sketch/Site Plan			2 ^A	2 ^B	2 ^B	6 ^A	2 ^B
Site Photographs ^C					1		
Boundary & Topographic Survey						Footnote F	
Noticing Requirements	Footnote D		Footnote D			Footnote D	
Visual Depiction of Cart							2 ^E
Environmental Checklist						3	
Other Requirements	See sheet #46 King County Recording Fee	See application for use requirements and conditions.	Fire inspection may be required.			Description of Proposal & Design Intent (see Sheet 18)	

Footnotes

- A Site Sketch, Home Occupation: 2 copies** (8 ½" x 11") Show property lines; street; driveways and/or parking areas; accessory buildings, carport, storage shed, etc. Also note on the plan the land use of each abutting property (single-family house, apartment building, park, school, etc.) **Temporary Encampment Site Plan A: 6 copies**
- B Site Sketch, Temporary Use/Construction Noise/Vendor Cart: 2 copies** on 8 ½" x 11" paper with the scale clearly indicated; show, at a minimum:
1. Site location, address, and names of adjacent or nearby streets
 2. North arrow
 3. Name of company, organization, or individual responsible for the drawing
 4. Parking facilities
 5. Driveway entrance and exit
 6. Location of signs (not to exceed 20 square feet)
 7. Location of temporary or existing structures
- C Wireless Communications Facilities (WCF):** For temporary uses that are WCF, the following additional items are required with your application submittal:
1. Elevation drawings.
 2. Sign location and design, including text.
 3. Graphic depiction for how temporary power will be provided.
- D** The City of Bellevue provides mailed noticing, including labels, to all property owners within 500 feet (**600 feet for Temporary Encampments**) of any boundary of the subject property. In conjunction with publishing the notice of application a 2-sided public information sign will be installed on the site, by the City, at the applicant's expense. The applicant will pay \$230 per sign.
- E Visual Depiction of Cart: 2 copies**
1. Elevation drawings of all four sides to scale with color samples, OR colored photographs of all four sides.
 2. Include any signs.
- F Boundary Survey, including existing structures:** A boundary survey, including the footprint of existing structures within 6 feet of any portion of the proposed encampment is required when the Temporary Encampment or any portion thereof is proposed within 2 feet of any required setback.
- Boundary & Topographic Survey: Required when the Temporary Encampment or any portion thereof is proposed within 2 feet of any required Protected Area primary setback. Protected Areas include slopes 40 percent and above in grade, including a 50 foot primary setback from the top of slope, wetlands, including the required primary setback; streams, including the required primary setback; floodplains and coal mine areas.
- Where a survey is required pursuant to this footnote, the applicant shall provide **2 copies**.

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, flood plains, and geological hazard area), 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 4:00 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.