



CITY OF OAK HARBOR Development Services Department

Review Process I

What is the purpose of Review Process I?

Review process I applies to permit applications and approval that involve minor administrative land use decisions. The focus of minor administrative review is code compliance verification, to determine compliance with the City's Zoning Code and other applicable ordinances and regulations.

Which projects are subject to Review Process I?

Review process I actions include the following minor administrative decisions and apply to the following types of projects:

1. Sidewalk Relocation;
2. Fire Code;
3. Park Impact Fees;
4. Land Clearing Permit Exemption;
5. Sign Code Permit;
6. Home Occupation Permit;
7. Temporary Use Permit – Other;
8. Land Clearing Plan Time Extension;
9. Land Clearing Permit – Minor;
10. Zoning Code Occupancy Permit;
11. Transportation Concurrency;
12. Temporary Use Permit – Street;
13. Transportation Impact Fees;
14. Street Improvement;
15. Street Opening;
16. Building Code;
17. Boundary Line Adjustment;
18. Wetland Exemption Processes;
19. Mobile Home Park License;
20. Storm Water Permit;
21. Condominium Plat;
22. Site Plan – Exempt (See OHMC 19.48).

Is pre-application review required?

No, pre-application review is not required for this review process; however the pre-application is strongly recommended for all applicants as a low cost way of identifying key issues prior to full site plan development.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City.

How do I start the application process?

The first step is to submit the appropriate complete application form to the Development Services Department along with the applicable fees and the required number of copies for all submittal items. Applications can be obtained from the Permit Center located in the Development Services Department.

How does the Review Process I work?

The Development Services Department conducts two application checks to ensure that applications are complete before staff begin the development review process. Prior to accepting an application, staff will conduct a “**Counter Complete**” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department shall determine that the application is “**Technically Complete**”. A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action.

Within twenty-eight calendar days after receiving a project permit application, the City will mail or personally provide a determination to the applicant which states either that the application is complete or that the application is incomplete and what is necessary to make the application complete.

How long will Review Process I take?

The length of time needed for review will depend on the type of permit and the completeness of the application; generally, *initial* staff review of the project will take an average of two weeks, depending on staff workload. However, a final decision regarding the project permit application will be made within 120 days after the applicant has been notified that the application is complete, except as otherwise provided in subsection two of 18.20.410 of the Oak Harbor Municipal Code (OHMC).

Is public notice required for projects subject to Review Process I?

No, public notice is not required for review process I minor administrative decisions.

Can I appeal a project permit decision subject to Review Process I?

All appeals of review process I project permit decisions, and any appeal of environmental determinations other than an appeal of a determination of significance (DS) under SEPA, will be considered together in a single consolidated open record appeal hearing before the highest level body designated for public review of a permit applied for under OHMC 18.20.520.