



CITY OF OAK HARBOR
Development Services Department

Review Process II

What is the purpose of Review Process II?

Review process II applies to all permit applications that involve administrative decisions wherein significant discretion is involved or there is significant impact to other properties.

Which projects are subject to Review Process II?

Review Process II actions include the following administrative decisions and apply to the following types of projects:

1. Short subdivision approvals of nine lots or less;
2. Short subdivision alteration or vacation approvals;
3. Subdivision or short subdivision variances;
4. Preliminary binding site plan and site plan approval where a public hearing is not required prior to decision. See Oak Harbor Municipal Code (OHMC) 19.48;
5. Binding site plan variances;
6. Administrative shoreline permits (less than one acre);
7. SEPA determinations;
8. Wetland permit decision under 20.20 by Director of Development Services;
9. Expansion of an existing non-conforming property use;
10. Other review processes listed in the Oak Harbor Municipal Code as a Review Process II;
11. Those review processes designated by the director;
12. Dedication in lieu of park impact fee;
13. Landscape approval;
14. Land Clearing Permit;
15. Wireless Communication Facility;
16. Side Walk Deferral;
17. Street Name;
18. Water System Development Charge;
19. Flood Plain Development Permit;
20. Flood Plain Variance;
21. Landscape – Alternative Compliance;
22. Site Plan – Administrative (See OHMC 19.48);
23. Sewer System Development Charge;
24. Joint Use Agreement for Parking;
25. Accessory Dwelling Permit.
26. Critical Areas Identification Areas Form

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 II 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 II 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 II?

Yes. Public notice must be accomplished by posting of the property with twenty-four-inch by thirty-six-inch signs and mailing notice to contiguous property owners. A notice of application must be posted within fourteen calendar days after the issuance of a determination of completeness for the submitted application.

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

All appeals of Review Process II 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.