



# *Expedited Permit Administrative Site and Architectural Review*

## Which projects are eligible?

- Additions to existing one-story single family residences [consistent with [CMC Section 21.42.020](#)] that do not include tree removal or fence permits.
- Additions would result in less than 50% of the existing floor area
- Additions would result in a total square footage of less than 3,600 square feet

## What are the expectations?

- To achieve a successful outcome, the Expedited Permit Process is structured to provide responsibilities both on the applicant and the City. In other words, this partnership provides a city-promised approval time and the applicant promises to submit all requested information within the stated time periods.

## How quick is the process?

- An Administrative Site and Architectural Review Permit can be decided in 30 days from the date of formal application submittal.

## What are the steps?

1. Conduct a pre-submittal meeting with a planner at the public counter, which requires the applicant to schedule a meeting with a planner.
2. At the pre-submittal meeting, the planner will explain the process and provide the [application form and submittal checklist](#) to be completed by the applicant. The planner will complete the [pre-application questionnaire](#) with the applicant and determine which submittal materials are required based on the scope of work. This meeting is the opportunity to ask questions.
3. Submit your formal application and required material consistent with the direction provided by the planner at the pre-submittal meeting. No appointment is required for the submittal.
4. A planner will review the application for completeness per the submittal checklist and provide a response within two (2) days of formal submittal. The response will convey either the application is deemed complete or rejected / withdrawn. If deemed complete, the application will be ready for administrative decision and notices will be sent to neighbors informing them of the application submittal.
5. If the application lacks required material per the submittal checklist, staff considers the application rejected / withdrawn based on inadequately submitted material. Fees are non-refundable and must be paid with each application submittal.
6. Following distribution of the 10-day public notice period to your neighbors, a second public notice will be sent informing all parties of the administrative decision, which starts a 10-day appeal period. If comments are received, project conditions may reflect neighbor suggestions.
7. If no appeal is filed, the decision is final and your project is ready for Building Division review.