ESSENTIAL TOOLS FOR EFFICIENT HEARINGS
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IMPROVING EFFICIENCY IN PERMIT HEARINGS
- Notice
- Hearing
- Record
- Decision

Notice Checklist
- Was notice published, posted and mailed?
- Did the notice identify the property and land use request?
- Did the notice state the correct hearing date, time and location?
- Did the city staff file a Certification of Public Notice?

Hearing Checklist
- Has the audience been advised of the rules of behavior and does everyone present understand these rules?
- Has the order of presentation been announced?
- Are all witnesses identified and sworn in on the record?
- Is the testimony relevant to what is being reviewed?
- Have all exhibits been identified for the record?
- Have all of those who desire to testify been given an opportunity to be heard?

The Record Checklist
- Are microphones and recording equipment working?
- Have all exhibits been identified by letter or number?
- Has all testimony been given either orally or in written form?
- Is the decision maker satisfied with the record so that a decision can be made based solely on a review of the record?

The Decision Checklist
- Have the criteria for the decision been identified?
- Do the Findings reference exhibits or testimony to support the decision?
- Do the Conclusions refer to the Findings that satisfy (or fail to satisfy) the legal criteria?
- If an approval is conditioned, do the conditions satisfy all legal criteria?
Sammamish
Over-The-Counter Process

• APA/WA Conference
  October 11, 2012

A Few Numbers...

OTC permits processed:
• 570 in 2008
• 625 in 2009
• 780 in 2010
• 777 in 2011
• Increase projected for 2012
• Over half of total permits now OTC

Benefits of OTC process

• Fewer permits in queue overall
• Fast building permits for registered plans in recently recorded subdivisions
  • Contractors on smaller jobs are happy they can get permits the same day
  • Frees up staff review time for projects that require more extensive review

Basic steps

• Applicant submits materials at Permit Center
• Materials reviewed by the Plans Examiner, Planner and an Engineering staff
• Reviewers stamp the plans and sign off in our permit processing software
• Permit Technician collects fees and issues permit
• Review time and issuance process usually takes less than an hour

Types of Permits eligible

• Signs
• Small structural additions
• Outdoor living areas
  • Pools
  • Sunrooms
  • Hot tubs
• Residential Registered plans on subdivided lots
• Tree removals (less than 3 trees)
• Mechanical, plumbing and re-roof permits or other e-permits
Submitted Requirements

• Completed OTC permit application form and checklist
• Site plans at 1”=20’ (2 sets)
• Construction drawings to scale (2 sets)
• Structural and engineering calculations (2 sets)
• Fixture counts, valuation (depending on the type of application) to determine the fees

Projects that are often ineligible for OTC

• The presence of critical areas on or adjacent to the site
• Additions or remodels that add bedrooms to residences on septic; these require Health Department approval
• Complicated structural calculations requiring more extensive review.
• Other reviews related to the site that must be completed prior to issuance, i.e., Accessory Dwelling Units requiring a Notice on Title, Boundary line adjustments, shoreline permits etc.

Lessons learned

• Patience. A large number of home owners who are not familiar with the building process and are doing their own plans, utilize this process.
• Most of the users of the OTC process are very satisfied with the process and the quick turnaround.
• Your plans examiner must be flexible and willing to redline plans at the counter. Planners need to do the same.

Questions and more information

For information go to:
http://www.ci.sammamish.wa.us/permits/BuildingPermits.aspx

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