



**ESSENTIAL TOOLS FOR EFFICIENT HEARINGS**

PRESENTED BY  
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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

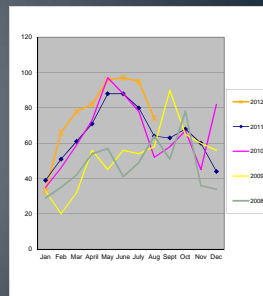
Developed by  
Dawn Flores,  
Plans Examiner  
Governor's Smart  
Communities Award  
(2009)



## 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
  - Porches
  - 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

## Submittal 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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