

# Conditional Use

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Conditional Use Permits are governed by Section 12.28 of the Bothell Municipal Code (BMC). A Conditional Use Permit is a Type III decision granted by the Planning Commission/Hearing Examiner which sets special conditions governing the proposed use in a zone where such uses are not outright allowed. This review will insure that your proposed use will be compatible with the existing and permitted uses located in the area.

## Process

### Pre-Application conference

A pre-application conference with City staff is required prior to submittal of a Conditional Use application. The pre-application conference will be conducted pursuant to BMC 11.06.001.

### Submittal

Upon receipt of a complete application, the Department of Community Development will issue a *Notice of Application* which is posted on site by the applicant, published in the City's newspaper of record, mailed to all property owners within 300 feet of the subject property, and sent to other parties as outlined in BMC 11.06.004. Parties shall have fourteen (14) days after notice of application to comment on the proposal.

### SEPA Procedure

After the Notice of Application comment period expires, the City shall issue a SEPA threshold determination, or other SEPA decision as provided in BMC 11.10.002, 11.10.003, Title 14, RCW 43.21 and WAC 197-11. There is a minimum fifteen (15) day SEPA comment period, followed by a 20 day appeal period. Appeals shall be conducted pursuant to BMC 14.02.240.

## Hearing Procedure

Notice of the public hearing shall be provided a minimum of 10 days prior to the hearing date and must be provided pursuant to BMC 11.08.003. A staff report containing consistency review and a recommendation will be available for public viewing 10 days prior to hearing. Upon completion of the public hearing, the hearing body will either approve, deny, or modify the proposal in a specified way. The hearing body's decision is final unless appealed to the City Council.

## Applicable Code Titles

*Imagine Bothell . . .* Comprehensive Plan  
BMC Title 11, Administration  
BMC Title 12, Zoning  
BMC Title 13, Shoreline Management  
BMC Title 14, Environment  
BMC Title 17, Streets and Sidewalks  
BMC Title 18, Water and Sewers  
BMC Title 21, Methods to Mitigate

## Fees

See fee schedule or contact a Permit Technician.

