

QUASI-JUDICIAL REVIEW

Quasi-judicial review is used when the development or use proposed under the application requires a public hearing before a hearing body which will generally be the hearing examiner.

This type of review includes, but is not limited to administrative appeals, preliminary subdivisions, plat alterations and/or vacations, conditional use permits, including group B home occupations, planned developments, variances, rezones which are not of general applicability, and other similar development permit applications.

Process:

1. Schedule a pre-application meeting with City staff to discuss the proposal and receive the appropriate applications.
2. Submit a complete application and related materials to the Public Works Dept.
3. City staff review the application and provide an opportunity for public and agency comment.
4. A public hearing date is set, where the applicant or the applicant's representative will present the case and answer any questions from the hearing officer or audience.
5. A decision will be made on the application within 10 working days after the public hearing. The hearing body may approve, approve with conditions or deny the application and shall mail the notice of its decision to the city, applicant, the applicant's designated representative, the property owner(s), and any other parties of record.

LEGISLATIVE REVIEW

Legislative review is used when the proposed development involves the creation, implementation or amendment of city policy or law. Projects reviewed through this process are not subject to the requirements of Chapter 14.07 CMC. This type of review includes, but is not limited to, comprehensive plan, sub-area plan, zoning and/or development code reviews, amendments and updates.



City of Cashmere

Public Works Dept.
101 Woodring Street
Cashmere, WA 98815
Phone (509) 782-3513

Permit Process

Different types of development require different levels of review. Some developments only affect the surrounding neighbors. Others affect the entire community. In general, the more potential for impact to adjacent property owners and the general public, the more opportunity the public has to participate in the process.

Permit processes include:

- Limited administrative review
- Pre-application meetings
- Full administrative review
- Quasi-judicial review
- Legislative review

Need More Information?

This publication is intended to provide general information only. It is not a substitute for the requirements of official plans, policies, resolutions and/or codes.

Additional information on permit processes, fees or scheduling a pre-application meeting can be obtained from Cashmere City Hall.

LIMITED ADMINISTRATIVE REVIEW

Limited administrative review is used when the proposed development is subject to clear, objective and nondiscretionary standards that require the exercise of professional judgment about

technical issues and the proposed development is categorically exempt from the State Environmental Policy Act (SEPA).

This type of review includes, but is not limited to interpretation of codes and ordinances, fence permits, boundary line adjustments, fill and grade permits, and right-of-way permits.

Process:

1. Complete a permit application and submit it to city staff with any other required documentation.
2. City staff will review the application and supporting documentation and either approve the application, work with the applicant to obtain approval, or deny the permit.

PRE-APPLICATION MEETINGS

Informal pre-application meeting

Applicants for development are encouraged to participate in an informal meeting prior to the formal pre-application meeting. The purpose of the meeting is to discuss, in general terms, the proposed development, city design standards, design alternatives, fees, and required permits and approval process(es).

Formal pre-application meeting

The purpose of the formal pre-application meeting is to provide the applicant with the best available information regarding his development proposal and application processing requirements, and to assure the availability of complete and accurate development information necessary for review before the applicant pays application fees.

The formal pre-application meeting provides an opportunity for the applicant, staff and other agencies to informally discuss and review the proposed development, the application and permit requirements, fees, the review process and schedule, and applicable development standards, plans, policies, and laws.

Scheduling a meeting

A pre-application meeting may be scheduled by calling City Hall at

782-3513. The meeting will take place at the city's offices, unless another location is agreed upon by the city and the applicant. The length of the formal pre-application meeting is determined by the complexity of the development proposed by the applicant.

Notification

Within 20 days after the formal pre-application meeting, the city will prepare and send the applicant a written summary of the meeting, and a list of any specific documents, information, legal descriptions or other requirements that must be submitted with the application.

Requesting additional meetings

An applicant may request one or more additional formal pre-application meetings if the proposed development changes based on information received at the previous meeting. The additional meetings are subject to the same procedures as the initial formal pre-application meeting.

Application forms are made available to the applicant following the formal pre-application meeting.

FULL ADMINISTRATIVE REVIEW

Full administrative review is used when the proposed development is subject to objective and subjective standards that require the exercise of limited discretion about non-technical issues and about which there may be limited public interest. This type of review includes, but is not limited to short subdivisions, binding site plans, Group A home occupations, and shoreline substantial development permits.

Process:

1. Schedule a pre-application meeting with city staff to discuss the proposal and receive the appropriate applications.
2. Submit a complete application and related materials to the Public Works Dept.
3. City staff will review the application and provide an opportunity for public and agency comment.

4. A Notice of Action (decision) will be made once all agency and public comments have been considered.