

Application Submitted October 5, 2021	An application is submitted by an applicant.
Determination of Completeness November 2, 2021	Staff reviews the application to determine whether all of the items required to be submitted by the Section 17.13.040 of the Mukilteo Municipal Code (MMC) are there. This is not a determination of whether the materials are accurate or whether they meet all applicable code requirements. This must be completed within 28 calendar days of the date of submittal.
Notice of Application November 16, 2021	<p>A notice is provided at the property, to neighboring property owners, at the City's regular posting sites and in the Everett Herald to inform the public that an application has been submitted and to invite comments. This must be completed within 14 calendar days of the date an application is determined to be complete, and under the MMC, is limited to a 14-day comment period (see MMC 17.13.050). This is to help keep the process moving forward in a predictable manner for applicants.</p> <p>Any comments provided during this period are reviewed by staff to determine whether the comment is related to a code requirement, or whether the request is above and beyond what is required by law. All comments are provided to the applicant with a note of whether they need to be addressed, and providing the applicant with the opportunity to respond to commenters.</p> <p>Comments received after the end of the Notice of Application comment period are not weighted differently than comments received during the comment period, but they may not all reach the applicant at the same time.</p>
Staff Review Awaiting Resubmittal	This is completed concurrent with the Notice of Application period. Staff's comments are provided in addition to any comments received prior to the issuance of the initial comment letter.
Resubmittal and Staff Review (current stage)	<p>If corrections are required, the applicant resubmits and the application is re-reviewed by staff. This timeline depends heavily on how well the applicant responded to staff's corrections and where the application is in our queue of permits to review.</p> <p>These iterative versions are not normally published on the City's website for review, but are available for anyone to come view at City Hall.</p>
State Environmental Policy Act (SEPA) Review	Depending on the unique circumstances of an application, a subdivision may or may not be exempt from SEPA. Once adequate information is provided to the City, a determination will be made. Notification, if required, will follow the requirements of Chapter 17.84 MMC and state law.
Notice of Public Hearing	<p>Once the applicant has adequately demonstrated compliance with applicable law, staff schedules a public hearing with the hearing examiner and prepares the staff report.</p> <p>A notice of public hearing is issued to the same group as the notice of application, plus anyone who requested to receive a notice and anyone who submitted a comment. Notice will be issued a minimum of ten (10) calendar days in advance of the public hearing.</p> <p>All written comments submitted in advance of the staff report and packet being published for the Public Hearing will be provided with the staff report; other written comments will be provided at or before the public hearing but will not be part of the published packet.</p> <p>The packet will also include all of the newest application materials, based on feedback from staff and from public comment. The staff report and packet will be available at City Hall and also online on the Land Use Action Notices webpage.</p>
Public Hearing	The Hearing Examiner will hold the public hearing. All written testimony submitted in advance of and at the public hearing will be considered, and all verbal testimony given at the public hearing will be considered. Once the public hearing is closed, no additional public comment will be taken.
Notice of Decision and Appeal Period (Preliminary Approval)	<p>The Hearing Examiner has ten (10) calendar days to issue a decision, after which a notice of decision will be issued to the same group as the notice of public hearing, plus anyone new who requested to receive a notice and anyone new who submitted a written comment or provided verbal testimony at the public hearing.</p> <p>Appeals of the Hearing Examiner's decision must be made to the Superior Court within 21 days from the date of the decision.</p>
Site Permitting	After the appeal period is complete, and assuming the application is granted preliminary approval, the City can complete review and approve construction for site work. This typically includes things like curb, gutter, sidewalk, utilities, interior roadways, landscaping, etc.
Final Approval	<p>Once all of the site work is complete, and within five (5) years of the date of preliminary approval, the applicant may request final approval. Staff reviews whether the request is complete (all required documents submitted). Once it is complete, City Council has 30 days to make a decision.</p> <p>This is an administrative decision by City Council. As an administrative hearing, no public testimony is taken. Council must approve the final plat if all of the conditions of the preliminary plat have been met. This is done by motion, and not by ordinance or resolution.</p>
Recording	Once approved by Council, the applicant may record the approved subdivision with Snohomish County. This is the process that makes the approved lots official, and allows them to be sold and for structures to be built.
Structure Permitting	Once the lots are recorded, the City can complete review and approve construction of structures.