

Type 1 Permit - Notice of Application (NOA) steps

TYPE 1 permits that trigger SEPA that require NOA

- Building permits & R/Way
- Grading and Clearing
- AG
- Shoreline Exemption

Comment period: 24 days from date of mailing

1. Assemble Posting Package

P:\PUBLIC NOTICES\Notice Board Posting Package

- Send posting package to the applicant/designated party a minimum of 2 weeks prior the NOA mailing date:
 - Posting Board Instruction Cover Sheet
 - Posting Board Requirements
 - Affidavit of Posting
 - Notice printed on orange paper and laminated
 - Plastic envelope with 20 copies of the NOA

2. Order legal add(s)

P:\PUBLIC NOTICES\Legal Ads

- Ads are to be published prior to the NOA mailing date
- Order ads based upon publisher's deadline dates
- Compose the ad email as instructed in P\Public Notices\Legal Ads\Instructions-LEGAL NOTICE TO THE NEWSPAPERS

3. Create 500 ft. parcel mailing list (now includes the STR Agency labels)

P:\PUBLIC NOTICES\500ft with STR Agency List

- Send NOA with site plan
- Can be sent on a Postcard

4. Assemble the agency and Tribe emails

P:\PUBLIC NOTICES\Agency and Tribe Email List

- Email copy of NOA, Site Plan, and SEPA Checklist on NOA mailing date
- List of email addresses found P\Public Notices\Agency & Tribes Email List for SEPA Notices (formally known as "Big 11").

5. Email copy of ECL gas emission worksheet to Nori Catabay

Nori.Catabay@kingcounty.gov

6. Email request to publish on Permitting Public Notices web page

P:\PUBLIC NOTICES\Publish Notice to Web Page

- Send request at least 2 days prior to NOA mailing date