

**DIB
#111**

TYPE I DECISION PROCESS

A Type I Decision is a ministerial decision that is made by the Planning Director or one of his designees. This type of decision requires little or no discretion on the part of staff. In other words, if the request meets that standards in the County Code it will be approved.

Type I Decisions must be processed within a 30 day timeframe that begins on the date that the Department determines your application to be complete. You will know when the Department has made this determination because we will send you a letter within 14 days following the submittal of your application letting you know whether the application is complete or incomplete. If the application is complete, the letter will inform you of key dates and deadlines during the process, as well as the name of the staff person who has been assigned to work on your file. This is your point person whom you should direct all of your correspondence and phone calls. If the application is incomplete, you will receive a letter that provides a list of the items that were missing and that need to be supplied in order to continue processing the application.

There is no requirement for public notification which means that your proposal will not be published in the newspaper, nor will you need to post a sign on your property.

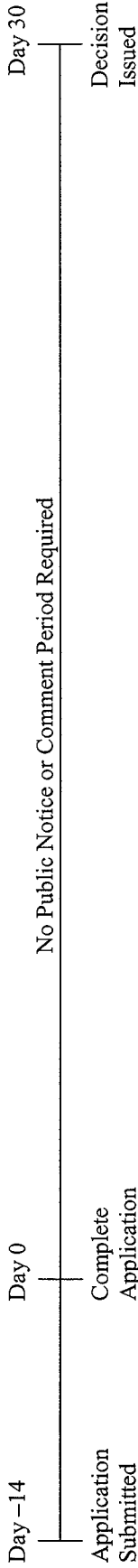
If a Type I Decision is denied the applicant may appeal the decision to the Board of Island County Commissioners. In all other cases, a Type I Decision is only appealable to Island County Superior Court.

IMPORTANT NOTE - "Development Information Bulletins" (DIBs) are intended to assist the general public in understanding the effect of codes and regulations. DIBs are not complete statements of the laws and rules and should not be used as a substitute for them. If conflicts and questions arise, the code and regulations are the final authority. Because these regulations may be revised or amended at any time, consult Island County staff to be sure you understand all current requirements before beginning any work. It is the responsibility of the applicant to ensure that the project meets requirements of all current codes and regulations.

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

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TYPE I DECISIONS – MINISTERIAL



Examples of Type I Decisions

- Boundary Line Adjustments
- Final Subdivisions
- Final Short Subdivisions
- Shoreline Exemptions w/o SEPA
- Clearing and Grading Permits w/o SEPA
- Temporary Use Permits
- Rezones from R to RA or RF
- Rezones from R, RA or RF to CA

Appeal Process

- By the applicant: The applicant may appeal the final decision to the Board of Island County Commissioners provided a written statement of appeal is provided within 14 days of the decision. Within 30 days of the decision the applicant must then provide a comprehensive statement of appeal. A decision must be rendered by the Board within 14 days of the conclusion of the hearing.
- By someone other than the applicant: Can not be appealed through the administrative process. Can only be appealed to Island County Superior Court