

CITY OF BLACK DIAMOND PUBLIC NOTICE REQUIREMENTS

Land Use Decision Type ¹	Decision Maker(s)	Types of Permits	Type of Required Notice ²	Min. days of Notice ³	Mailed notice district
Type 1— Ministerial	Community Development Director	Lot line adjustment Building permit Final short plat Shoreline exemptions Temporary use permits Use interpretation	None required	NA	NA
Type 2— Administrative	Community Development Director	Accessory dwelling unit Administrative conditional use Administrative variance Binding site plan Sensitive area reasonable use exception Formal code interpretation Preliminary short plat Site plan review	<ul style="list-style-type: none"> • Mailed • Publish in newspaper⁴ • Post on-site • Post to web site 	14 day appeal period	300 feet from property
SEPA actions ⁵	Responsible Official	Generally, Type 1 permits are exempt, as are some (but not all) Type 2 permits	<ul style="list-style-type: none"> • Mailed • Publish in newspaper • Post on-site for site-specific actions • Post to web site (not required, but typically done) 	14 day appeal period	300 feet from property or as needed to reach a min. of 20 property owners; other interested individuals ⁶
Type 3— Quasi-Judicial	Hearing Examiner	Conditional use permit Plat alteration or vacation Preliminary plat Shoreline substantial development, conditional, use or variance Variance Sensitive Areas exceptions	<ul style="list-style-type: none"> • Mailed • Publish in newspaper • Post on-site • Post to web site 	14 day public hearing notice	300 feet from property
Type 4— Quasi-Judicial	Hearing Examiner/City Council	Development agreements/ Master Planned Development Rezoning (site specific)	<ul style="list-style-type: none"> • Mailed • Publish in newspaper • Post on-site • Post to web site • Press releases, community newspapers, interested parties 	14 day public hearing notice	300 feet from property (500 ft. for an MPD)
Type 5— Legislative	Planning Commission/City Council	Comprehensive Plan amendments (text or map) Area-wide rezones Title 16, 17, 18 or 19 text amendments	<ul style="list-style-type: none"> • Mailed • Publish in newspaper • Post on-site • Post to web site • Press releases, community newspapers, interested parties 	10 day public hearing notice	300 ft. mailed notice for map amendments only
Type 6—City Council	City Council	Final Plat LID/ULID final assessment rolls ⁸	<ul style="list-style-type: none"> • Post on-site • Post to web site • Press releases, community newspapers, interested parties 		
Other ordinances on any matter	City Council	Non-permit actions (e.g., budget hearings); public hearing requirements often stipulated in State law	<ul style="list-style-type: none"> • Publish in newspaper • Post to web site (not required, but typically done) 	10 day public hearing notice	

1. Type 2, 3 & 4 actions also require a “Notice of Application” with, generally, a 14-day comment period. Individuals who comment during this period can become a “party of record or interested party” and receive copies of decisions
2. Requirements found in BDMC 18.08 & BDMC 16. 30.020 for Comprehensive Plan amendments
3. For Type 2 & 3 decisions and SEPA actions, published notice is of a time period during which an appeal can be filed of a decision that has been made; for Type 4, 5 & 6 decisions, published notice is provided for an upcoming public hearing.
4. Since the official city newspaper publishes on Fridays, published notices for Hearing Examiner hearings typically wind up being longer the minimum standard required
5. SEPA requirements are found in BDMC 19.04.180
6. To be considered an “interested party,” an individual must comment or request future notifications during the 14-day comment period following issuance of a Notice of Application
7. Minor amendments to The Villages and Lawson Hills Development Agreements are noticed the same as Type 2 decisions, per the terms of those agreements
8. LIDs/ULIDs are noted as Type 6 decision types in BDMC 18.08, but follow a unique process per State law