

Winter 2021 Public Review Draft
LAND USE CODE
SECTION 23.76.10
SEATTLE MUNICIPAL CODE

CITY OF SEATTLE
SEATTLE DEPARTMENT OF CONSTRUCTION AND INSPECTIONS

January 2021

23.76.010 - Applications for Master Use Permits

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- 2 A. 1. Applications for Master Use Permits shall be made by the property owner, lessee, contract
- 3 purchaser, a City agency, or other public agency proposing a project the location of which has
- 4 been approved by the City Council by ordinance or resolution, or by an authorized agent
- 5 thereof. A Master Use Permit applicant shall designate a single person or entity to receive
- 6 determinations and notices from the Director.
- 7 2. A claim made by a person that the person possesses title to any portion of the property for
- 8 which a Maser Use Permit application has been submitted, whether the claim is made by a
- 9 judicially-filed pleading or not, is not grounds for the Department to suspend processing the
- 10 application unless:
 - 11 a. a court injunction has been issued and is delivered to the Department; or
 - 12 b. the application is for a subdivision or short subdivision, the claim is made in a pleading to
 - 13 quiet title to a portion of the property that has been filed in court, and a copy of the pleading
 - 14 has been delivered to the Department.
- 15 B. All applications for Master Use Permits shall be made to the Director on a form provided by the
- 16 Department.
- 17 C. Applications shall be accompanied by payment of the applicable filing fees, if any, as established in
- 18 Subtitle IX of Title 22.
- 19 D. All applications shall contain the submittal information required by the applicable sections of this Title
- 20 23, Land Use Code; Title 15, Street and Sidewalk Use; Title VIII, Stormwater Code; Chapter 25.05,
- 21 Environmental Policies and Procedures; Chapter 25.09, Regulations for Environmentally Critical
- 22 Areas; Chapter 25.12, Landmarks Preservation; Chapter 25.16, Ballard Avenue Landmark District;
- 23 Chapter 25.20, Columbia City Landmark District; Chapter 25.22, Harvard-Belmont Landmark District;
- 24 Chapter 25.24, Pike Place Market Historical District; and other codes as determined applicable and
- 25 necessary for review by the Director. All shoreline substantial development, conditional use or
- 26 variance applications shall also include applicable submittal information as specified in WAC 173-27-
- 27 180. The Director shall make available, in writing, a general list of submittal requirements for a
- 28 complete application.
- 29 E. Notice of Complete Application.
 - 30 1. The Director shall determine whether an application is complete and shall notify the applicant in
 - 31 writing within 28 days of the date the application is filed whether the application is complete or
 - 32 that the application is incomplete and what additional information is required before the
 - 33 application will be complete. Within 14 days of receiving the additional information, the Director
 - 34 shall notify the applicant in writing if the application is still incomplete and what additional
 - 35 information is necessary. An application shall be deemed to be complete if the Director does not
 - 36 notify the applicant in writing that the application is incomplete by the deadlines in this
 - 37 subsection 23.76.010.E. A determination that the application is complete is not a determination
 - 38 that the application is vested.
 - 39 2. A Master Use Permit application is complete for purposes of this Section 23.76.010 if it meets
 - 40 the submittal requirements established by the Director in subsection 23.76.010.D and is
 - 41 sufficient for continued processing even though additional information may be required or
 - 42 project modifications may be undertaken subsequently. The determination of completeness
 - 43 shall not preclude the Director from requesting additional information or studies either at the
 - 44 time the application is determined complete or subsequently, if additional information is required
 - 45 to complete review of the application or substantial changes in the permit application are
 - 46 proposed.
 - 47 3. A determination under this Section 23.76.010 that an application is complete is not a
 - 48 determination that the application is vested. A vesting determination shall be made only if

1 needed because of a change in applicable laws and shall entail review of the application for
2 compliance with RCW 19.27.095, RCW 58.17.033, and Section 23.76.026.

3 F. If the applicant fails to supply all required information or data within 60 days of a written request from
4 the Director, the Director may provide the applicant a notice of intent to cancel. The Director may
5 cancel the application if the requested information is not provided within the time required by the
6 notice of intent to cancel.

7 (Ord. 123963, § 29, 2012; Ord. 123913, § 8, 2012; Ord. 123668, § 1, 2011; Ord. 123649, § 53,
8 2011; Ord. 121476, § 18, 2004; Ord. 120857, § 2, 2002; Ord. 119904, § 3, 2000; Ord. 118794, §
9 47, 1997; Ord. 118012, § 27, 1996; Ord. 117570, § 20, 1995; Ord. [117430](#), § 80, 1994; Ord.
10 [117263](#) 55, 1994; Ord. [115751](#), § 1, 1991; Ord. 114473, § 2, 1989; Ord. 112522, § 2(part), 1985)