

Application Expiration/Extension Information Fact Sheet

Land Use Applications

- **Short Plats:** Applicants have three (3) years from preliminary plat approval to complete all site improvements, conditions, bonding and record final plat. The City may grant an extension up to six (6) months. SMC 14.18.080
- **Long Subdivision:** Applicants have five (5) years from preliminary approval by Hearing Examiner to file for final plat. The Hearing Examiner may grant one extension not to exceed one (1) year. SMC 14.20.060(A)
- **Lot Line Adjustment:** Applicants have six (6) months from approval to file final lot line map with no extensions available. SMC 14.24.020(C)
- **Site Plan Review (SPR):** Applicants have (1) one year from date of Notice of Decision approval to file a complete building permit application. If no building permit is required, you have one year to file a complete engineering permit application. The City may grant an extension up to (6) six months. SMC 15.115.055 (E).
- **Major Conditional Use Permits (CUPs):** Applicants generally have (1) one year but any timeline for completing conditions of the CUP will be provided in the notice of decision. The timelines and conditions may vary between CUPs.
- **Combined rezones:** Projects undertaking a rezone with an associated land development project will specify the expiration timeline in the notice of decision. Usually, this should refer to the underlying land development process.
- **Development Agreements (DAs):** Any expiration dates will be included in the timeline specified in the DA approval.
- **General:** Underlying items associated with other approvals, such as minor variances and parking reductions will expire if the broader project approval (CUP, SPR, etc.) expires.
- **Applications:** Unless stated otherwise in statute or code, applications with no substantial step expires 180 days after the City requested additional information. SMC 16A.05.040
- **Shoreline Substantial Development Permit:** Construction (or use or activity) shall begin within two (2) years of the effective date of permit. The City may grant a one (1) year extension. Authorization to conduct development activities expire five (5) years from the effective date of permit. SMC 18.05.470(I)(2-3)
- **Temporary Use Permit:**
 - **Seasonal uses:** Expires after 90 days in any 12-month period.
 - **Off-site construction staging and parking:** Must be renewed annually.

Public Works/Engineering Review Applications

- **Site (STE) Permits:**
 - **Prior to issuance:** Unless stated otherwise in statute or code, applications with no substantial step expires 180 days after the City requested additional information. SMC 16A.05.040
 - **Post issuance:** A grading permit shall be valid for the number of days stated in the permit but in no case shall the period be more than two (2) years; provided, that when operating conditions have been met, the permit may be renewed every two (2) years, or less if a shorter approval and/or renewal period is specified by the Director. SMC 13.190.080 (E)

- **Right of Way (ROW) Permits:**
 - **Prior to issuance:** Unless stated otherwise in statute or code, applications with no substantial step expires 180 days after the City requested additional information. SMC 16A.05.040
 - **Post issuance:**
 - **Class A and B ROW Permits:** May be issued for 72 or less continuous hours.
 - **Class C ROW Permits:** May be issued for up to 180 days if the project is associated with a building permit, the expiration may be extended by the Director maximum of two (2) years to match building permit.
 - **Class D ROW Permits:** May be issued for up to 180 days.
 - **Class E ROW Permits:** May be issued for up to 180 days or as specified on the permit by the Director.

SMC 11.10.080

- **Transportation Concurrency:**
 - **Concurrency approval and temporary certificates of concurrency:** Expire at the time the associated land use decision expires, or exactly one (1) year after the date of issue whichever is greater. SMC 11.50.080(A)(2)
 - **Final certificate of concurrency:** Shall be valid for the same time as the related construction permit, final plat, or final short plat. If the related project lapses, expires, or is otherwise voided, then the concurrency approval and final certificate of concurrency is rescinded, and removed from the concurrency register. If the related project does not have an expiration date, the final certificate of concurrency shall be valid for exactly five (5) years from the date issued. SMC 11.50.090 (F)(A)

Construction Permits

- **Building Permit:**
 - **Prior to issuance:** Applicant has ninety (90) days after comments provided to make corrections or show progress. Building Official may extend the response period if applicant provides and adheres to an approved schedule with specific target dates. Application must be issued within eighteen (18) months of submittal, or it shall expire. SMC 13.100.060(F)
 - **Post issuance:** Permits shall expire two (2) years from the date of issuance. SMC 13.100.060(H)
- **Electrical, Mechanical and Plumbing:**
 - **Post issuance:** Permits shall expire at the same time as the associated building permit except that if no associated building permit is issued, they shall expire on hundred eighty (180) days from issuance.