

# Accessory Structure: Administrative Use

## Submittal

### Submittal Items

*Please included the following:*

- Land Use Application
- 2 sets any applicable plans
- Verified statement that property affected is in the exclusive ownership of the applicant or has consent of all owners
- Intake fee: \$360
- Deposit: \$1080

*The applicant shall be responsible for the actual cost incurred by the City in processing the application. The total fee shall be reduced by the amount of the deposit. The applicant shall remit to the City the amount exceed by the deposit. If the deposit fee exceeds the City's actual costs, the balance shall be refunded.*

*Please demonstrate the proposal's compliance with the following criteria:*

The building and its use will not significantly impact adjoining properties.

The architecture will incorporate exterior finish materials and design elements consistent with, or superior to, that of the principal residential structure on the property.

The building will fit the character of the neighborhood.

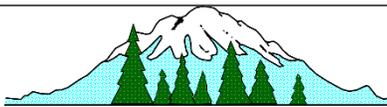
The architecture complies with the city's design guidelines.

Proposed building footprint: \_\_\_\_\_ (not to exceed 800 square feet)

Proposed building ridge top height: \_\_\_\_\_ (not to exceed 21 feet)

Proposed building wall height: \_\_\_\_\_ (not to exceed 12 feet)

Combined footprint of existing & proposed accessory buildings: \_\_\_\_\_ (not to exceed 1000 square feet)



**THE CITY OF FIRCREST**

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## **Chapter 22.58.003b**

### **ACCESSORY BUILDINGS**

*Exceptions to Building Footprint Area, Height and Lot Coverage Limits.* The director may grant an administrative use permit for a building that exceeds the building footprint, height or lot coverage standards listed in subsection (22.58.003a) of this section if it finds that:

1. The building and its use will not significantly impact adjoining properties;
2. The architecture will incorporate exterior finish materials and design elements consistent with, or superior to, that of the principal residential structure on the property;
3. The building will fit the character of the neighborhood;
4. The architecture complies with the city's design guidelines;
5. The building footprint will not exceed 800 square feet, and the building height will not exceed 21 feet at the top of ridge or 12 feet at the top of wall; and
6. The combined building footprints of existing and proposed accessory buildings on the same lot will not exceed 1,000 square feet.

## **Chapter 22.70**

### **ADMINISTRATIVE USE PERMITS**

An administrative review process is required to ensure that the activity, if established, will be in full compliance with applicable regulations and that such uses are compatible with the comprehensive plan, adjacent uses, and the character of the vicinity.

The director may approve, approve with conditions, modify and approve with conditions, or deny, an administrative use permit. An administrative use permit shall be approved when the director has determined that the criteria are met by the proposal. The director may impose specific conditions upon the use, including an increase in the standards of this title, which will enable the director to make the required findings.

An administrative use permit is classified as a Type II application. Written notice will be provided to owners of property within 100 feet of the subject property notifying them of the application and the opportunity to comment on the proposal. Public comments must be received by the director within 10 days of the issuance date of the notice. No public hearing will be conducted for these applications. However, public comments received within the comment period will be considered by the director prior to issuance of a written decision.

Upon issuance of a decision on a proposed administrative use permit, minor site plan review, or minor variance, the director shall provide a written notice of this decision to the applicant and any parties who have provided written comment during the 10-day comment period.

In the event that an administrative use permit is not exercised within one year from the effective date of approval, it shall automatically become null and void; provided, however, that for good cause, the director may grant a one-time extension of one year if an extension request is filed with the department no less than 15 days prior to the date of expiration for the administrative use permit.

*This is a summary of the process. For complete development regulations, please see FMC Chapter 22.58.003 and Chapter 22.70.*