



Snohomish County
*Planning and Development
 Services*

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ONLINE INFORMATION
www.snohomishcountywa.gov/1190



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

Administrative Conditional Use Permit

38

Revised September 2019

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Keyword: Assistance Bulletins

Q: What is an “administrative conditional use?”

A: It is a type of land use that requires a special review to ensure compatibility with existing uses in the same zone.

Q: What is an Administrative Conditional Use Permit?

A: A permit to conduct an administrative conditional use on property where the use is allowed by County Code. It may include conditions that help maintain compatibility with surrounding properties. This Type 1 permit application will be processed according to the requirements of [Chapter 30.71](#) SCC.

Q: Who needs to apply for an Administrative Conditional Use Permit?

A: Anyone wishing to establish an administrative conditional use on a particular property. Examples of such uses include a temporary dwelling for a relative, an accessory apartment, and an expansion of a grandfathered (nonconforming) use. These uses were formerly categorized as “temporary” or “special uses” in County Code prior to February 1, 2003.

Q: How do I know if I need an Administrative Conditional Use Permit?

A: Refer to [Bulletin #37](#) (Zoning Code Use Matrix) or check the Use Matrix in the zoning provisions of [Chapter 30.22](#) of the County Code. If you’re unsure whether you need a permit, call PDS at (425) 388-3311, email [Ask Permit Tech](#), or visit the Customer Support Center on the 2nd floor of the Robert J. Drewel building, 3000 Rockefeller Avenue, in downtown Everett.

Q: How do I get an Administrative Conditional Use Permit?

A: PDS will make the decision to grant or deny an Administrative Conditional Use Permit. The department will consider all standards, criteria and policies regarding the proposed use within the proposed zone, and also may impose conditions that help maintain compatibility with surrounding properties. If needed, conditions would generally ensure that the use is consistent in appearance with surrounding property uses, and is not detrimental or a nuisance to surrounding properties.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

Q: How do I submit a permit application?

A: Applications for Administrative Conditional Use Permits for residential uses, including temporary dwellings, accessory apartments, large garages and storage buildings are now submitted at MyBuildingPermit.com. Please use the following path:

Application Type: Land Use

Project Type: New

Activity Type: Use Approval

Scope of Work: Conditional Use—Administrative

Q: What happens after I apply for the permit?

A: PDS will process your application using Type 1 permit review procedures of [Chapter 30.71](#) SCC. Notice of application will be published in the Herald and mailed to all property owners of record within 500 feet of your property. PDS staff will review your request and issue a decision after considering all comments received and after ensuring that all relevant County regulations have been properly addressed. If anyone wishes to appeal the decision, the appeal instructions (including who may appeal) are explained in the decision document.