

# SECTION 11.0300

## TYPE I MINISTERIAL PROCEDURES

### 11.0300 Type I Ministerial Procedures

11.0301 General Description

11.0302 Type I Procedures

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#### 11.0301 General Description

Type I applications involve permitted uses or development governed by clear and objective approval criteria or criteria that require the exercise of professional judgment only about technical issues. The Type I procedure provides for a ministerial review of an application by the Manager and does not include public notice.

The following are Type I applications:

- Those identified in this Code as Type I applications;
- Those identified in **Table 11.0204** as Type I applications; or
- Those identified by the Manager as Type I applications, based on the guidelines for classification of applications by procedure in **Section 11.0203**.

#### 11.0302 Type I Procedures

- A. Pre-Application Conference. A pre-application conference is not required for Type I applications.
- B. Neighborhood Meeting. A neighborhood meeting is not required for Type I applications.
- C. Type I Application Requirements
  1. Type I applications shall be made on forms provided by the Manager and shall include all of the information required by **Section 11.0900**.
  2. Type I applications shall:
    - a. Include the information requested on the application form;
    - b. Include the information requested in a submittal checklist, if any;
    - c. Address the relevant criteria in sufficient detail for review and action; and
    - d. Be accompanied by the required fee.
  3. Type I applications are subject to completeness review procedures set forth in **Section 11.0903**.
- D. Type I Public Notice. A public notice is not required for Type I applications.
- E. Type I Decision Authority.
  1. The decision authority for all Type I applications shall be the Manager.
  2. The Manager shall approve, approve with conditions, or deny an application subject to a Type I procedure within approximately 45 days after the application was determined to be complete.
- F. Type I Notice of Decision. Written notice of the decision for Type I applications shall be mailed to the applicant and property owner of record and shall include the following information:
  1. A brief summary of proposal and the application which is the subject of the decision;
  2. A description of the site reasonably sufficient to inform the reader of its location, including site

address, if available, map and tax lot number, and site zoning;

3. A statement of the facts upon which the Manager relied to determine whether the application satisfied or failed to satisfy each applicable approval criterion;
4. The decision to approve or deny the application, and, if approved, any conditions of approval necessary to ensure compliance with the applicable criteria; and
5. A statement that the decision is final, unless a Notice of Appeal is filed within twelve (12) calendar days of the notice of decision, or, in the case of weekends and holidays, by the end of the next business day. The notice shall state in boldface type the date and time by which an appeal must be filed. The statement shall describe the requirements for filing an appeal of the decision.

**G. Appeal of a Type I Decision**

1. The applicant may appeal a Type I decision by filing a Notice of Appeal within twelve (12) calendar days of the date the Notice of Decision was mailed, or, in the case of weekends and holidays, by the end of the next business day. Appeal authorities are identified in **Table 11.0204**.
2. Appeal requirements and procedures are outlined in **Section 11.1100**.
3. The written decision of the appeal authority with regard to any appeal of a Type I ministerial decision is the final local decision.