



## Submitting a Successful Permit Application

The permit process differs for each permit type, and may also vary depending on how complex your project is. These steps are a general guideline to follow to apply for a permit. The entire permitting process can take up to 6 months. Please allow plenty of time within your project planning to accommodate this estimated timeline.

Application forms are available through the City of Roslyn Website via the following link:  
<http://ci.roslyn.wa.us/departments/planning-building.php>

by clicking “Start Your Permit Process Here”. The initial form will request basic information about your project so that we can assign an application process to your request. **PLEASE MAKE SURE THAT YOUR EMAIL IS ENTERED CORRECTLY.** Incorrect email addresses will result in delay as all communication is completed through this system and the automated emails that it sends. Also, please be sure to watch your email and junk folders for emails from Zipflow. These emails contain important information to guide you through the application and permitting process.

For additional help with the Zipflow system please visit:  
<https://www.roslyndevelopment.com/zipflow-help>

Please be aware that the times estimated for each step are based on assumption of a “COMPLETE APPLICATION”. If your submittals do not meet the criteria specified your times may exceed the estimates listed here.

### **STEP 1: Preliminary Site Analysis (\$240.00 Fee) 30 to 45 days**

**\*\*Required for new construction and any increase to footprint of a building\*\***

Complete a preliminary site analysis application and attach as much information about the proposal as possible. This may include, but is not limited to the following:

- Site Plan
- Architectural/Design conceptual drawings
- Pictures of the existing building
- Description of project scope

The more information that is provided the more information that you will receive in response to your proposal. You should expect to receive items such as w/s connection fee estimates, architectural design review comments, critical areas identification, permitting requirements.

## **STEP 2: Building Permit Submittal and Architectural Design Review (\$350.00 Fee) 60 to 75 days (Trade permits are typically exempt from Architectural Design Review)**

Building permit and architectural design applications and reviews will be processed as one submittal. For required building permit submittal documents see the building permit process checklist on our website at

[https://www.roslyndevelopment.com/\\_files/ugd/08a5dc\\_401b991a7d59423ba0fbd41b9ac32997.pdf](https://www.roslyndevelopment.com/_files/ugd/08a5dc_401b991a7d59423ba0fbd41b9ac32997.pdf).

### **All items listed on the checklist are required to be submitted before the city can deem an application complete for processing.**

The City of Roslyn is a historic district and therefore any proposed construction of a new building or structure; the siting of a manufactured home; or the modification, addition, alteration, moving or demolition of an existing structure or dwelling unit; the siting, construction, or modification of a storage structure or accessory structures; the construction, erection, repair or replacement of a deck; the construction of a covered *patio*; installation of a personal or minor wireless communication facility and all associated landscaping, and clearing and grading activities within the corporate city limits shall be subject to architectural design review unless specifically exempted.

#### **The following are exempt from Architectural Design Review:**

1. Repairs to or replacement of roofs, foundations, windows, sidewalks or legally permitted fences under six feet in height, etc., due to natural aging and deterioration in building condition, provided repairs or replacements do not change architectural integrity or existing design.
2. Accessory structures with a footprint less than 200 square feet. (Residential only)

Roslyn Planning and Historic Preservation Commission meetings are held the 4<sup>th</sup> Wednesday of each month with the exception of Holidays for which meetings may be cancelled or rescheduled to accommodate.

You will need to submit a fully completed Architectural Design Review application as well as associated documentation which may include, but is not limited to the following; elevation drawings that show all facades, site plan, survey, and any other pertinent information for your project. Please make sure that your plans are as detailed as possible. Feel free to include pictures of existing structures as well as any other pertinent information to the project.

Plans are submitted electronically by uploading through the application step in the Zipflow system.

**NO SUBMITTALS WILL BE ACCEPTED FOR REVIEW/PERMIT OUTSIDE OF THE ZIPFLOW SYSTEM.**

Once all of your submittal documents have been uploaded and your application has been deemed complete, your project will be placed on the next available agenda.

Submittals and/or associated fees received after 4:00 pm on the 10<sup>th</sup> of each month will be moved to the following month’s agenda with no exception.

Your application will be reviewed during the regularly scheduled meeting and either approved, conditionally, approved or denied, by the Commission. You will receive notification of the decision within 5 business days of the meeting.

**If your application is denied** by the Commission, your application will be archived and cancelled and you will be required to start a new application to submit changes to your design.

**If your application is approved**, and your approval documentation has been received, you will move to the next step in the process which is plan review. Prior to plan review being performed you will be required to Pay your deposit amount as follows:

New Residence	\$ 800.00
Commercial	\$ 800.00
Modular Buildings	\$ 200.00
New Accessory	\$ 200.00
Res. Alteration/Addition	\$ 100.00
Accessory/Alteration Add.	\$ 100.00
All Others	\$ 100.00

**STEP 3: What happens next?**

<b>Permit Type</b>	<b>Process</b>
<b>New Construction, Alterations and Additions and Other permit types not listed below. (30-90 business days depending upon time of year)</b>	Upon acceptance of your application your plans will go in line for final review and permitting. Plans are reviewed in the order that they are received.

	<p>Permits for properties within the City's Special Flood Hazard Area (SFHA) require additional review time and permitting through this process.</p> <p>An estimate of the review time will be provided to you at time of submittal. Standard review time varies depending upon time of year.</p>
<p><b>Mechanical, Plumbing, Above Ground LPG tank placements, Minor clearing and Grading and Significant Tree Permits (10-15 business days)</b></p>	<p>No additional review required. Permits will be issued at time of payment.</p>

## **STEP 4: Permit Issuance (Fee)**

Once your permit has been reviewed and approved you will be notified. You will have 180 days from the date of approval to pay your fees and pick up permit documents.

For additional questions contact the City Building and Planning Official:

[Planner@ci.roslyn.wa.us](mailto:Planner@ci.roslyn.wa.us)

Office: (509) 649-3105