



152 West Cedar Street Sequim, WA 98382  
City Hall (360) 683-4139 FAX (360) 681-3448  
Public Works (360) 683-4908 FAX (360) 681-0552

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January 3, 2023

Marmac LLC  
Casey Blake  
PO Box 3939  
Sequim, WA 98382

**Subject:** Notice of Complete Application – Preliminary Minor Subdivision Application No. SHP-22-003

Casey,

This letter is your official notice that your application for preliminary minor (short) subdivision, which we received on December 5, 2022, has been determined complete in accordance with SMC 20.01.130 as of January 3, 2023. This Determination of Completeness does not preclude the City from requiring additional information for purposes of completing adequate review or requiring new information relative to corrected plans or studies performed at any time.

Pursuant to SMC 20.01.135 and RCW 58.17.140, a final decision on this development proposal subject to a Type A-2 action shall be made within 30 days of this determination of completeness notwithstanding any exclusions to this timeframe provided in SMC 20.01.135(A). Therefore, a decision on your application is due no later than February 2, 2023, which is 30 days from this date of completeness.

The next step in the process will include public notice, public review and comment periods as required by Chapter 20.01, SMC. Please see the attached summary of public notice procedures.

If you have any questions or concerns regarding this matter, please contact the City of Sequim Department of Community Development at (360) 683-4908 or email me at [tsimmons@sequimwa.gov](mailto:tsimmons@sequimwa.gov). Our business hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,

Travis Simmons, Assistant Planner

## **PUBLIC NOTICE DETAILS**

Public notice for the application requires coordinated timing between the applicant and City Staff. The public notice responsibilities are summarized below:

- Sign posting
  - Staff sends applicant the sign content and design criteria.
  - Applicant responsible for having the sign made with the real estate box and posting it onsite.
  - Applicant shall inform Staff of the date the sign will be installed
  - Staff creates notice information sheets for the real estate boxes and emails it to the applicant.
  - Applicant responsible for keeping the real estate information box full of the notice information sheets during the public notice
- Notice to property owners within 300'
  - Staff drafts notice of application and mails to property owners within 300 feet. Envelopes provided by the applicant will be used to send letters to neighbors.
- Notice in the Peninsula Daily News (PDN)
  - Staff drafts the public notice and sends to the PDN staff.
- Staff places the public notice on the City website under Current Development Projects at <http://www.sequimwa.gov/index.aspx?nid=471>.
- Staff sends notice to affected agencies/agencies with jurisdiction for review.