



August 21, 2025

Mary Scofield
1027 W 7th St
Port Angeles, WA 98363

Re: City of Port Angeles Cottage Industry Permit Application 25-0133 Notice of Complete Application

Dear M. Scofield,

Thank you for applying for a Cottage Industry Permit with the City of Port Angeles. Your permit has been assigned the number COTI 25-0133. Per Section 18.02.120 of the Port Angeles Municipal Code (PAMC), on August 21, 2025, the City's Planning Division has determined your application to be complete. Attached to this letter is an invoice for your permit application review and decision.

- To pay for a permit over the phone, call toll free: 844-446-6488.
- To pay for a permit online, click here. The token number is 1150.

Payment may also be made in person by visiting the Utility Billing counter at City Hall, 321 E 5th Street.

In accordance with Section 18.02.170 PAMC, within 14 days of the payment of your application fees staff will provide public notice onsite of the proposal, in the Peninsula Daily News, on the City Hall notice Board, and to all property owners based on the Clallam County Assessor's Office information within 300' of the exterior lot lines of the proposal property. The required public comment period for public noticing is 14 days.

Within 4-6 weeks but no later than 100 days of this completeness determination, the Director will issue a final decision. Please note that if a request for additional project information is made to you, the time taken for the City to receive your response will not be included in the total review time.

If an applicant is nonresponsive for 60 days following a request for additional project information, as defined by Port Angeles Municipal Code (PAMC) 18.02.170(G and H), the City may add up to 30 additional review days to the total review time.

Finally, if an applicant is nonresponsive for 90 days following a request for additional information, pursuant to PAMC 18.02.190, the permit application is deemed null and void, and all permit fees are forfeited to the City.

If you have any questions or require further assistance, please do not hesitate to contact us at (360) 417-4750 or ced@cityofpa.us. We look forward to working with you on this project.

Best regards,

Jade Anderson

City of Port Angeles
Department of Community & Economic Development