

CITY OF PATEROS
PO Box 8
Pateros, WA 98846
509-923-2571

LAND USE PERMIT APPLICATION

- | | | |
|--|--|---|
| <input type="checkbox"/> Administrative permit | <input type="checkbox"/> Flood Plain Development | <input type="checkbox"/> Qualified Exemption |
| <input type="checkbox"/> Boundary Line adjustment | <input type="checkbox"/> Long Plat alteration/vacation | <input type="checkbox"/> Shoreline Exemption |
| <input type="checkbox"/> Comp Plan amendment | <input type="checkbox"/> Long Plat final approval | <input type="checkbox"/> Short Plat/Subdivision |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Long Plat Prelim. approval | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Development Plan Approval | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Shoreline CUP |
| <input type="checkbox"/> Zoning text/map Amendment | <input type="checkbox"/> Shoreline Variance | <input type="checkbox"/> Parcel Consolidation |
| <input type="checkbox"/> Long Plat alteration/vacation | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Critical Areas |
| <input type="checkbox"/> Other, specify: _____ | | |

Additional information/addendums required for:

- | | | |
|--|---|---|
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> CUP Conditional Use Permit | <input type="checkbox"/> Shoreline Variance |
| <input type="checkbox"/> Shoreline CUP | <input type="checkbox"/> Shoreline Exemption | <input type="checkbox"/> Floodplain Development |
| <input type="checkbox"/> Critical Areas | | |

PLEASE PRINT

Project Title _____ Date _____

Applicant _____

Phone _____ Email: _____

Address _____

City _____ State _____ Zip _____

Property owner (if different) _____

Phone _____ Email: _____

Address _____

City _____ State _____ Zip _____

PROPERTY INFORMATION

Tax Parcel Number(s): _____ Lot Number(s): _____

Property Size: _____

Legal Description: _____

Street Address: _____

ENGINEER/SURVEYOR OF RECORD

Contact: _____

Firm Name: : _____

Mailing Address: _____

Phone: _____ Email: _____

GENERAL PROJECT INFORMATION

This application is made pursuant to the following ordinance sections: _____ PMC 15 _____ PMC 16
_____ PMC 17 _____ PMC 18

Description of proposal (Include Map): _____

Description of existing use(s) of property: _____

Description of primary use(s) of property: _____

Description of other (appurtenant) uses: _____

Land Use Description of the subject Property:

Comprehensive Plan Land Use Designation: _____

Shoreline Designation: _____

Critical Area: _____

Flood Plain Zone & Base Flood Elevation: _____

Zoning District: _____

Are there existing relevant permits, certifications, or approvals held to the subject property? If yes, state the permit number and issuing agency: _____

Will the proposal affect the access to the property? If yes, please describe: _____

Will the proposal require work within an existing public right-of-way? If yes, please describe: _____

Will the proposal require additions or changes to water, sewer, and/or stormwater services? If yes, please describe: _____

Is the property served by the Irrigation District? If yes, describe any affect the proposal will have on the service: _____

PLEASE INCLUDE:

- | | |
|---|--|
| _____ Complete Permit Application | _____ Impact Assessment Checklist (if exempt from SEPA) |
| _____ Site Plan | _____ Plans and specifications (if applicable) |
| _____ SEPA Checklist (if applicable) | _____ Meets and bounds legal description (if applicable) |
| _____ Application Fees | _____ Title Report (if applicable) |
| _____ List of all adjacent landowners (with addresses) within 300' of project | |

SUBJECT PERMIT APPLICATION, REQUIRED PLANS AND SPECIFICATIONS, RELATED SEPA CHECKLIST, LIST OF ADJACENT LANDOWNERS MAILING LIST, AND APPLICATION FEES.

(We)(I) have examined this application and attachments and know the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property. Signatures must be notarized.

Signature of applicant/agent _____ Date _____

Signature of property owner _____ Date _____

NOTARY

Signature _____

Name _____

Location _____

Date on Stamp _____

Staff Use Only

GENERAL PROCEDURES *(advised to pull the code and verify):*

- Pre-Application conference
- Completeness Check
- Incomplete or Complete Letter sent out
- Notice of Application Published in paper and on property
- Typical processing timeline 21-30 days after notice
- Comment sheet is sent out to adjoining landowners with the notice of application
- Notice of application; comment sheet; and application sent to identified agencies for comment
- Comments are provided to applicant as they come in with opportunity to review and determine how to address.
- At end of comment period, applicant may submit revised plans
- Administrator prepares a notice of decision for administrative actions, or a staff report with a recommended action for decisions made by the Planning Agency and/or City Council.

Is this proposal categorically exempt from a threshold determination in accordance with the State Environmental Policy Act? Yes, it is No, it is not.

Basis of exemption if applicable: _____

Decision Maker, Title: _____ Date: _____

Permit Number: _____ Date: _____

Receipt Number: _____ Issued By: _____

Fees: _____

SITE PLANS & SURVEY REQUIREMENTS			
Do I need a Site Survey? <i>(A site survey is not always required, but is always recommended)</i>	Yes	No	
Boundary Line Adjustment			
Subdivisions & Plats			
Interior improvements and small alterations well with property boundaries			
Primary structures – residential, commercial, and industrial			
Secondary structures – suggested <i>(May be required)</i>			
Fences, retaining walls and landscaping <i>(May be required)</i>			
What Site Plan do I need:	Preliminary	Basic	Enhanced
Interior-only improvements			
For preliminary discussions with planning team			
Small commercial alterations			
Change of use not affecting parking, truck loading, and vehicle access			
Residential, one and two-family dwellings			
Detached accessory structures less than 2,000 square feet in area without new vehicular access.			
Complex projects such as construction of a new single-family, multifamily, or commercial project.			

Preliminary Site Plan Requirements

- Owner's Name & Address of Project
- Legal Description/Easements/Parcel #/North arrow
- Property, Easements and Right-of-way Lines, dimensions, and bearings
- Dimensions of right-of-way, streets & alleys; curbs, sidewalks, and street trees
- Boundaries of Critical Areas, shorelines
- Pedestrian access; Location of driveways, parking, and paved areas (existing and proposed)
- General location, size, shape of existing and proposed structures, retaining walls, and driveways.
- Distances of existing and proposed structures from property lines

Basic Site Plan Requirements

- Include requirements of the Preliminary Site Plan**
- The drawing's scale (min. 1" = 10')
- Specific location, size, and shape of all existing and proposed structures, including buildings, retaining walls, and driveways.
- A location plan is required when repair and/or minor interior alteration to an existing structure is proposed.
- Street and alley improvement dimensions
- Including site lot coverage calculations
- Identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features
- Location and dimension of all window wells, fireplaces, chimneys, etc.

- Center elevation and developed roadway at 25-foot intervals if a change to access or parking is proposed.
- Identify existing and finished grade elevation of driveway at property line, and at garage entry, if a change to access or parking is proposed.
- Curb cut width and distance from adjacent property lines (label as "existing" or "proposed")
- Identify all physical restrictions to site access (utility poles, rockeries, slopes)

Enhanced Site Plan Requirements

- Include everything required on the Preliminary and Basic Site Plans**
- Elevations and contour lines with labeled contour intervals on sloping sites or where earth grading is proposed (2-foot intervals)
- Identify top and bottom of steep slopes and show dimensions from slope top/bottom to building(s).
- Identify drainage ditches, natural watercourses, or culverts.
- All proposed and existing street trees and other landscaping in the public right-of-way.
- Sewer mains
- Water mains, fire hydrants, and water meters
- Storm drains, catch basins, and inlets.
- Power poles, streetlights, street signs, etc. adjacent to the subject property.
- All other elements between the pavement edge and the property line (such as side sewer, electrical ducts and vaults, electrical conduits curb ramps, etc.)
- On-site stormwater treatment, infiltration, or detention system