



CONDITIONAL USE PERMIT (CUP) APPLICATION PROCEDURE

In this packet:

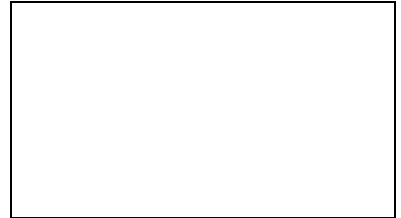
- Application procedure
- Site Plan Requirements form
- Site Plan Example
- Site Analysis form
- Land Use application
- Statement of Adjacent Landowners
- SEPA Environmental Checklist

WHAT TO SUBMIT:

- Completed "Permit Application" form
- Fees (call department for current fees)
- Site Plan
- List of Adjacent Landowners within 300 feet of boundaries (obtain from Assessor's Office)
- Detailed description of proposed project
- SEPA Checklist
- Pictures of Site

PROCESS:

1. Planning staff reviews application for completeness.
2. When planning staff determines that application is complete, the application is accepted (vested) and sent to departments/agencies for comment.
3. The CUP is placed on the Board of Adjustment agenda for its next available meeting. The Board meets on the third Tuesday of each month. Deadline for consideration by the BOA is always the last day of the month. The next BOA meeting at which an application may be considered will be **at least** 30 days from the date of application.
4. Notice of application sent to adjacent landowners.
5. Applicant is responsible for conspicuous posting of notice and completion of "Affidavit of Posting."
6. Notice of application and Board of Adjustment meeting published in Okanogan County's legal newspaper (The Omak-Okanogan Chronicle) at least 10 days prior to meeting date.
7. Planning staff prepares a report with its recommendation to approve or deny the CUP with appropriate conditions for Board of Adjustment members.
8. Public hearing with Board of Adjustment.
9. Letter sent to applicant announcing Board's decision. If decision is to approve, this letter also states any conditions the Board has deemed appropriate.
10. Appeal of Board's decision is to Superior Court of Okanogan County. (Optional)



SITE ANALYSIS APPLICATION

Applicants must supply the following information to initiate a site analysis:

- ✓ A site plan map- located on the back side or second page of this application
- ✓ Landowner's signature under disclaimer at the bottom OR Landowner Consent Form must be signed
- ✓ \$75 fee for application fee; \$35 for new address (*)There will be additional fees if a site visit is required

The Physical Address will be verified or assigned when this application is turned into the Planning Dept.

For office use only: Fee Paid \$ _____ Receipt # _____ Address Verified _____
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REQUEST SECTION

I am requesting this analysis for:

- A Building Permit A Manufactured Home Permit
 Determination of floodplain designation Review of Land Use Proposal

*Landowner Name: _____ Phone #: _____
(Daytime)
*Mailing Address _____ (Cell)
Email: _____
911/Physical Address: _____
*Parcel # (Assessor's 10-digit): _____ Township _____ Range _____ Section _____
General Location: _____
Contractor/Agent Name: _____
Contractor/Agent Phone #: _____

*PROJECT: Home/cabin/Man. Home Garage Garage w/apartment Barn Carport Deck
 Shop Addition Remodel Other _____

*Structure Dimensions: _____ *Structure Height to peak: _____

AG Exempt NO YES Bldg. Official initial _____

Planning will not process a proposed AG Exempt building until a Building Official has reviewed the proposal and initialed this application

*DESCRIBE PROJECT USE: _____

*List existing structures & square footage: _____

Additional information/requests? _____

*Wetland typing and/or delineation will incur actual cost of service. Mapping, GPS, and/or other special needs will incur actual cost of service. A \$500 deposit will be required for each of these services. The County may require that the applicant contract with an approved/certified specialist to provide required analysis in which case only the review costs associated with the analysis will be assessed (Ordinance #2004-004).

Copy given to GIS for Addressing Date: _____ Initials: _____	New Address provided to Owner Date: _____ Initials: _____
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SITE PLAN

Name: _____ Parcel #: _____

All Site Plans must include the following: property lines, access points (driveway) from road, proposed structure, any other existing structures, critical areas and setbacks from each property line.

↑
North

Optional: Check here if Structure is **Greater Than 100 Feet** from All Property Lines. Please indicate distance to all shorelines or wetlands.

Disclaimer: This form and review does not vest an application for any type of permit nor is it final approval for any project. **The site analysis findings are valid for a period of 12 months from the date received unless otherwise vested by a building or other development/construction permit.** Changes in federal, state, or local law, code, or rule may invalidate the findings/determinations of this analysis. Final approval will be given only after a complete application is submitted fees are paid and final review by the Building Department, Planning Department, Health District and/or other departments. I understand and acknowledge this disclaimer. To the best of my knowledge, this site plan depicts accurate structure placement, distances, roads, driveways, land features, and other pertinent development information for my proposal.

Signature of Landowner:

*

----- Date: -----



LAND USE APPLICATION FOR CITIES, COUNTIES AND THE COLVILLE CONFEDERATED TRIBES

(The City/County/Tribes may require that additional application forms be completed)

PROJECT TITLE: _____

THIS APPLICATION IS FOR (check one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Short Form Development Permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Short Subdivision (4 or fewer lots)	<input type="checkbox"/> Subdivision (5 or more lots)
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Petition for Rezone or Code Amendment	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Flood Plain Development Permit	<input type="checkbox"/> Shoreline Development Permit or Exemption	<input type="checkbox"/> Other (specify) _____ _____

Total Fees _____

Receipt # _____

APPLICANT INFORMATION:

SURVEYOR OR AGENT INFORMATION:

Name: _____

Name: _____

Mail Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

NAME AND ADDRESS OF PROPERTY OWNER, IF DIFFERENT FROM APPLICANT ABOVE:

Name: _____ **Address:** _____

City/State/Zip: _____ **Phone:** _____

CHECK ONE: Colville Tribal Member (Enrollment number _____) OR Non Tribal Member

CHECK ONE: Within the boundaries of the Reservation OR Outside the boundaries of the Reservation

TOWNSHIP _____ **RANGE** _____ **SECTION** _____

CHECK ONE: Trust land [allotment number(s)] 101-- _____ 101-- _____

Fee Land {10 digit parcel number(s)} _____

This property is located within the _____ **ZONING DISTRICT**

↓FOR OFFICIAL USE ONLY↓

After reviewing all relevant information about this land use application, the reviewing agencies hereby agree that

The Colville Tribes Okanogan County/ Municipality of _____ will be the permitting agency.

Signature _____ Date _____

Authorized Colville Tribal Representative

Signature _____ Date _____
Authorized County/City Representative

PROJECT INFORMATION:

Brief Description of Proposal (kind of use, size, # of units, method of water supply and sewage disposal, etc.):

General Description (miles from nearest town, water body, highway, etc. Vicinity map may be attached):

Current Land Use, Comprehensive Plan, Shoreline, Flood and Zoning

Designations: _____

Name of Irrigation District: _____

Electrical Service Provider: _____

Name of Water System: _____

Name of Local Telephone Company: _____

Point of Legal Access (existing or proposed):

Please attach any other plans, specifications, or information as required by ordinance or guidelines.

Please see specific site plan requirements for Okanogan County applications.

SIGNATURE BLOCK

I am the applicant name on the reverse and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature _____ Date _____

Statement of Adjacent Landowners Submitted

As the project applicant or agent I understand that before the Okanogan County Planning Department can vest or continue to process my application as complete I must submit a complete list of all adjacent landowners within 300 feet of the exterior boundaries of the parcel of property on which the proposed project is to take place. This list shall include the name, mailing address and parcel number of the owner/taxpayer. These project applications shall include Short Subdivisions, Short Subdivision Alterations or Vacations, Open Space Timber, Open Space/Open Space, Re-Zones (PD's & PDR's), Zoning Code Amendments, Binding Site Plans and Substantial Shoreline Development Permits.(see example A on reverse side)

Application for a Conditional Use Permit, Variance, Long Subdivision or a Long Subdivision Alteration has the same requirements as above however the complete list of adjacent landowners shall include landowners within 300 feet of any and all land owned by the project proponent that is adjacent to the project parcel. The complete list of adjacent owners of private and/or public lands will be listed as such owner/taxpayer appear on the records of the Okanogan County Assessor. For adjacent properties outside of Okanogan County, the appropriate County Assessor data shall be used. (see example B on reverse side)

As project applicant or agent I understand that any errors or omissions in the information provided by me may be cause for delays to my project. These delays may include the re-scheduling of my hearing by any Board or Body hearing such application. There may also be additional fees charged to me to cover the cost of re-advertising for notice of a public hearing to all adjacent land owners and publishing of such public hearing in local newspaper(s). Manufacturing and mailing of new posting signs and additional costs to reconvene the appropriate Board hearing the application may also be charged.

By signing below, I acknowledge that I have read and understand the above, and acknowledge the effects of incorrect or incomplete information.

Signature: _____

Landowner taxpayer agent surveyor (circle one)

Date: _____

WAC 197-11-960 Environmental checklist.

ENVIRONMENTAL CHECKLIST

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:
3. Address and phone number of applicant and contact person:

4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

B. ENVIRONMENTAL ELEMENTS

1. **Earth**

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous,
other

b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
- a. **Air**
- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

a. Check or circle types of vegetation found on the site:

_____ deciduous tree: alder, maple, aspen, other

_____ evergreen tree: fir, cedar, pine, other

_____ shrubs

_____ grass

_____ pasture

_____ crop or grain

_____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

_____ water plants: water lily, eelgrass, milfoil, other

_____ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and natural resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

- g. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:

Date Submitted:

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.