

# PEND OREILLE COUNTY

COMMUNITY DEVELOPMENT

418 S. Scott Ave.

P.O. Box 5066 Newport, WA 99156

(509) 447-4821

www.pendoreilleco.org



## Conditional Use Permit Application Procedure

- Schedule a pre-application meeting with Community Development to review plans.
- Obtain and complete a Conditional Use Permit application.
- Pay the associated fees.
- Provide the following with the completed application:

### **Minimum Application Requirements for Conditional Use Permit:**

1. One copy of a site plan, drawn to scale showing the location of all existing and proposed buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open space, landscaping, refuse and service areas, utilities, signs and yards.
2. Land capability report prepared by a person or firm qualified by training and experience to have expert knowledge of the subject. The report will identify the capability of the land to support the proposal with regards to flooding, drainage, erosion, sedimentation, and ground movement. (May be waived)
3. Copy of current deed and title report for subject property and vicinity map depicting a three hundred (300) foot radius around the perimeter of the subject parcel using a current Pend Oreille County Assessor's map identifying all parcels subject to notice.
4. Names and addresses of: applicant, applicant's representative, landowners and all owners of real property, any part of which is located within three hundred (300) feet of the exterior boundaries of the subject property.
5. Comments will be sought from the appropriate road, fire, school, and health districts and other appropriate agencies. (A list is attached on the last page)
6. Other supplementary materials or copies the Planner feels may be necessary to help achieve the desired goal.

**Pend Oreille County**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Conditional Use Permit Application**

New Application \_\_\_\_\_ Amendment \_\_\_\_\_ Original File No. \_\_\_\_\_

**A. Applicant Information:**

Applicant's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Landowner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. Representatives Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. Project Description:**

On separate pages describe in detail all applicable uses/plans for the property, including:

1. Size of buildings
2. Type/number of units
3. Any machinery to be located on the site
4. Any storage area, etc.
5. Phasing plans, expected start-up and completion dates
6. Complete detail of scope/process
7. Number of people on site (employees, visitors, etc.)
8. Hours of operation
9. Traffic to be generated (vehicles per day or week)
10. Associated functions (receptions, outdoor activities, additional processes, etc.)
11. Parking/loading areas
12. Advertising sign, size and location

**D. Project Information:**

Legal description of site: Lot(s): \_\_\_\_\_ Block#: \_\_\_\_\_ Addition: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Parcel # \_\_\_\_\_ Site acreage: \_\_\_\_\_

Current use: \_\_\_\_\_ Current site zoning: \_\_\_\_\_

Comprehensive plan designation: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Common area/open space: \_\_\_\_\_ Number of dwellings: \_\_\_\_\_

Address or directions to site: \_\_\_\_\_

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Existing zoning and uses of surrounding land (Describe lot sizes, structures, uses.):

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

**E. Access Information:**

Describe existing and proposed access to project site: \_\_\_\_\_

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Roads within the project are proposed to be:  PUBLIC  PRIVATE

Road maintenance will be by: \_\_\_\_\_

Describe level of improvements for proposed roads (include surface type, maximum and typical grades, width of right-of-way, width of improved surface, curbing, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe current level of water and sewer utilities serving the subject site: \_\_\_\_\_

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**F. Narrative Statement:** (You may answer on a separate page, please reference Section and question number)

1. How will the proposed conditional use affect such elements as noise, light glare, odors, fumes, and vibrations on the adjoining property? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. How will the proposed conditional use be compatible with the adjoining land uses?  
(Explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Why is the conditional use compatible with the environmental characteristics of the site and surrounding lands?

\_\_\_\_\_  
\_\_\_\_\_

4. What extensions of water and sewer lines, roads, or other public or private services would be necessary if this conditional use permit were approved?

\_\_\_\_\_  
\_\_\_\_\_

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**Critical Areas**

If there are any critical areas on this property please describe them. (Shorelines, streams, water bodies, wetlands, flood plains, slopes over 40% grade)

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**Please provide a written description of the proposal.**

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I certify that the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please include a site plan drawn to scale. You may use the space below or attach a separate document. The site plan should include...  
- Septic systems & drain field  
- Property lines & dimensions of parcel

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**G. Comprehensive Plan Sections:**

How is the proposal compatible with the goals and objectives of the Pend Oreille County Comprehensive Plan? A copy of the Comprehensive Plan is available on the County website. (Attach additional pages as needed.)

2.0 Land Use: \_\_\_\_\_

3.0 Economic Development: \_\_\_\_\_

4.0 Transportation: \_\_\_\_\_

5.0 Housing: \_\_\_\_\_

6.0 Parks and Recreation: \_\_\_\_\_

7.0 Utilities: \_\_\_\_\_

8.0 Essential Public Facilities: \_\_\_\_\_

9.0 Capital Facilities: \_\_\_\_\_

I hereby certify that all the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Land Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

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**AFFECTED AGENCIES**

Comments from the selected agencies below will be sought in order to process this application.

- Pend Oreille PUD District #1
- Pend Oreille County Public Works
- Pend Oreille County Sheriff
- WA Dept. of Ecology
- WA Dept. of Fish & Wildlife
- WA Dept. of Natural Resources
- Kalispel Natural Resource Dept.
- WA Dept. of Archaeology and Historic Preservation
- WA Dept. of Transportation
- Natural Resource Conservation Service
- North East Tri-County Health District
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife
- U.S. Forest Service
- U.S. Soil Conservation Service
- School District
- Fire District
  
- Other: \_\_\_\_\_