

*PEND OREILLE COUNTY*  
*COMMUNITY DEVELOPMENT DEPARTMENT*  
418 S. Scott Avenue  
P.O. Box 5066  
Newport, WA 99156  
(509) 447-4821  
pendoreilleco.org



## **SPECIAL USE PERMIT APPLICATION**

**In order to expedite the process, please read carefully and submit the required information and documents. Please submit all required materials to the Pend Oreille County Community Development Department.**

### **General Information**

The following conditions must be met in order to issue a Special Use Permit:

- Each site occupied by a special use must provide or have available sufficient parking and vehicular maneuvering area for customers and must provide safe and efficient interior circulation and ingress and egress to and from public rights-of-way.
- The special use shall comply with all applicable standards of Northeast Tri-County Health District.
- All special uses shall obtain, prior to occupancy of the site, all applicable County permits, licenses, and other approvals (i.e. business license, building permit, administrative approvals, etc.)
- The applicant shall supply written authorization from the owner of the property on which the special use is to be located.
- Each site occupied by a special use shall be left free of debris, litter, or other evidence of the special use upon completion of removal of the use.
- All materials, structures, and products related to the special use must be removed from the premises between days of operation on the site, provided that materials, structures, and products related to the special use may be left on site overnight between consecutive days of operation. They shall be removed at the end of the permit period.
- The Community Development Director may establish additional conditions as may be deemed necessary to ensure land use compatibility and to minimize potential impacts on nearby uses. These include but are not limited to: times and frequency of operation, special arrangements for parking and traffic circulation, requirement for screening or enclosure, notification of affected property owners, and guarantees for site restoration and cleanup following special uses.
- Application Fee Paid

**PEND OREILLE COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Special Use Permit Application**

**Owner Contact Information**

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Agent/Applicant: \_\_\_\_\_

\*Special Use Permit Applications require a written letter from the landowner consenting to the proposed use if the applicant is not the owner of the property\*

**Property Information**

Parcel number of affected property: \_\_\_\_\_

Property use:  Residential  Commercial  Agricultural  Timber  Other

*Please describe if 'Other' is checked:* \_\_\_\_\_

What is the property currently zoned? \_\_\_\_\_

Physical address of property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Road Access**

What road is adjacent to this property? \_\_\_\_\_

Does an approach already exist?  YES  NO

**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)

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

**Special Use Description**

Estimated daily visitors: \_\_\_\_\_

Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_





**PEND OREILLE COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Special Use Permit Application**

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
- Proposed traffic and parking plan
- Location of existing/proposed structures & signage
- Locations of existing & proposed roads/driveways
- Property lines & dimensions of parcel
- Distances between structures and parcel lines
- North arrow & scale
- Distances between structures & waterbodies

Please sign to confirm the site map above or any drawn site map attached with this application is accurate to the best of your knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_