



**GRANT COUNTY
DEVELOPMENT SERVICES**

P.O. Box 37 - 264 WEST DIVISION AVENUE
EPHRATA, WA 98823
(509) 754-2011 EXT 2501

TYPE OF PERMIT(S) YOU ARE APPLYING FOR (check all that apply)

SEE FEE SCHEDULE FOR APPLICATION FEE AMOUNT

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Administrative Interpretation | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Discretionary Use Permit |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Plat Alteration | <input type="checkbox"/> Preliminary Subdivision | <input type="checkbox"/> Reasonable Use Exception |
| <input type="checkbox"/> SEPA | <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Utility Easement Extinguishment & Alt. |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Final Subdivision/Short Subdivision | |

APPLICANT INFORMATION

APPLICANT

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

NAME, ADDRESS AND PHONE NUMBER OF PROPERTY OWNER(S), IF OTHER THAN APPLICANT

AGENT INFORMATION

AUTHORIZED AGENT

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

PROJECT SITE INFORMATION

SITE ADDRESS

ASSESSOR TAX PARCEL NUMBER(S)

SITE SIZE (acres or sq. ft.)

SECTION

TOWNSHIP

RANGE

FARM UNIT

BLOCK

ZONING CLASSIFICATION

COMPREHENSIVE PLAN DESIGNATION

I acknowledge that:

1. The information, plans, maps and other materials submitted on and with this application are, to the best of my knowledge, a true and accurate representation of this proposal;
2. This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to GCC 25.04.160;
3. Grant County does not guarantee success of this permit application, and/or the issuance of an affirmative notice of action. The County's assistance to the applicant/owner does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;
4. Project correspondence will be sent to the identified project agent, and may be sent to applicant. Failure to notify applicant does not constitute a procedural deficiency;
5. If the applicant is not the owner of the real property which is the subject of the permit application, this application and acknowledgment shall also be executed by each owner;
6. All persons executing this acknowledgment in a representative capacity shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application;
7. If the applicant, representative and/or owner fail to respond to a request by the Department to submit additional information, or the applicant, representative and/or owner request, orally or in writing, that further processing be suspended or postponed, and if such failure to respond or requested suspension/postponement exceeds 90 days, the application shall be considered abandoned and all proposed development, uses and activities shall only be further considered in the submission of a new application and fees;
8. This application does not constitute approval of the proposed development activity and it is acknowledged that additional permit applications and approvals may be necessary to conduct specific activities and
9. Owner's signature serves as authorization for Agent/Applicant to act on my behalf.

DATED: _____

Applicant/Agent _____

Applicant/Agent _____

DATED: _____

Owner _____

Owner _____

FOR STAFF USE ONLY:

Application Type: _____

Fee Paid: _____

Application Type: _____

Fee Paid: _____

Application Type: _____

Fee Paid: _____

Sub-Total: _____

Subdivision & BSP - Proposed Number of Lots: _____

Fee Per Lot: _____

Sub-Total: _____

Intake By: _____

Receipt # _____

TOTAL: _____



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Pre-Application Conference Review Checklist

***The following information must be present to be accepted at the counter.
Incomplete submittals will not be accepted.***

Missing Items	Counter Complete	Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Application
<input type="checkbox"/>	<input type="checkbox"/>	Narrative Describing the Proposal
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Drawings consistent with GCC 23.04.140(f)(2)) (5 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Reproducible Site Plan Drawings at 11"x17"
<input type="checkbox"/>	<input type="checkbox"/>	Completed Critical Areas Checklist

Counter Review By: _____

NOTE! The above required information is necessary to start the application review.
Additional information/materials may be required during the course of project review.



Pre-Application Meeting Instructions

Pre-application meetings are available for any prospective applicant that requests one. The purpose of the meeting is to acquaint agency staff with sufficient information regarding a proposal to be able to provide feedback to the applicant that will help them successfully navigate the permit processes. The meeting can identify code consistency issues that need to be addressed, potential mitigation measure that may be required for the proposal, provide early notice to the applicant of any special needs assessments or studies that will be required for project approval. Pre-application meetings cannot provide a completely exhaustive list of issues that may arise once the project is sent out for public review, and the application does not vest merely to the issues raised during the pre-application meeting.

PRE-APPLICATION MEETING PROCESS

Application Form(s)

Applicants for a pre-application meeting shall provide all information required in the Pre-Application Meeting Submittal Checklist. Applicants should also provide any additional responsive or relevant materials that they believe will help ensure their application is successful.

Agency Review

The Planning Department will route the pre-application materials to the appropriate agencies of jurisdiction for review. Agencies are typically provided with two (2) weeks of review time in advance of the meeting to develop any comments they may have.

At the meeting, the applicant and any available agencies shall be in attendance. The applicant will be provided an opportunity to present the project and any issues of concern they may have.

Each agency present for the meeting will provide direct feedback to the applicant. In the event an agency is not present, the Planning Department representative will present comments provided by those absent agencies, assuming any were provided.

Planning Department Summary

Following the pre-application meeting, the Planning Department will provide a summary of the key issues presented at the meeting. This summary should be prepared within ten (10) working days of the meeting and sent to the applicant.

Formal Application Submittal

If a pre-application meeting is held for a project, the summary document must be presented with the application in order to be deemed counter-complete. Similarly, the applicant must address any of the significant issues raised in the pre-application meeting in their project narrative.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE ADOPTED GRANT COUNTY CODE. PLEASE REVIEW SPECIFIC COUNTY CODE PROVISIONS FOR COMPLETE TEXT AND REQUIREMENTS.

Critical Areas Checklist
Pursuant to Grant County 24.08.070

- 1) Section _____ Township _____ Range _____ Parcel Number _____
- 2) Site Address: _____
- 3) Directions to site and landmarks to help staff locate the site: _____

- 4) If this checklist is submitted independently, please attach a Section map obtained from the Assessor's office and highlight the project area. Attached? Yes ___ No ___
- 5) Proposed uses: _____
- 6) For independent CAO review, please attach a Site Plan. Attached? Yes ___ No ___
- 7) Please answer the following questions concerning Critical Area indicators located on or within 300 feet of the project area.
 - a) Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area? (if yes, please attach a list of document titles).
Yes ___ No ___ Unknown ___

 - b) Are there any surface waters (including year-round and seasonal streams, saltwater, lakes, ponds, bogs, fens, swamps, marshes)?
Yes ___ No ___ Unknown ___

 - c) Is there vegetation that is associated with wetlands?
Yes ___ No ___ Unknown ___

 - d) Have any wetlands been identified?
Yes ___ No ___ Unknown ___

 - e) Are there areas where the ground is consistently inundated or saturated with water?
Yes ___ No ___ Unknown ___

 - f) Is there any State or Federally listed sensitive, endangered or threatened species and habitats?
Yes ___ No ___ Unknown ___

 - g) Are there slopes of 15% or greater?
Yes ___ No ___ Unknown ___

 - h) Is the project located within a Flood Hazard Zone?
Yes ___ No ___ Unknown ___

 - i) Do you know of any geologic hazards (for example: erosion hazards, landslide hazards, seismic hazards and mine hazards)?
Yes ___ No ___ Unknown ___

 - j) Do you know of any cultural resource sites (lands, sites, structures with historic or archaeological significance) located on the proposed site?
Yes ___ No ___ Unknown ___

Information regarding endangered species, wetland vegetation and flood hazard zones is available for public use at the Grant County Planning Department. I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of GCC 24.08, the Grant County Critical Areas Ordinance.

Applicant's Signature

Date