



**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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## Preliminary Subdivision Application 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 (Signed & all parcel numbers included)
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Application Conference Summary (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Concurrency Statement (GCC 25.20)
<input type="checkbox"/>	<input type="checkbox"/>	Written Response to Criteria of Approval (GCC 22.04.250(a))
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Water and Sewer Availability Certificate (Signed by the Health District)
<input type="checkbox"/>	<input type="checkbox"/>	Well Logs for Subject Site or Surrounding Sites and Statement Establishing Legal Right to Access Proposed Domestic Water Source
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Subdivision Drawings Pursuant to GCC 22.04.230 (5 Copies)
<input type="checkbox"/>	<input type="checkbox"/>	Reproducible Preliminary Subdivision Drawing at 11"x17" (1 copy)
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Redevelopment Plan (if applicable pursuant to GCC 23.12.040(e))
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation, Geotech Report, Cultural Resources Report, Etc. (As necessary)
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Submittal to City (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Waiver of City Services (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed CC&R's (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Fees

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.



## **Preliminary Subdivision Application Instructions**

Preliminary Subdivision applications are applications for the division or redivision of land into five (5) or more lots, tracts, parcels, etc. pursuant to Chapter 58.17 RCW and Grant County Code (GCC) 22.04.

Preliminary Subdivision applications are Type III Applications and the Hearing Examiner is authorized to conduct a public hearing and render a decision on Preliminary Subdivision applications pursuant to GCC 25.04.

### **PRE-APPLICATION MEETING**

If an applicant elects to request a pre-application meeting, the meeting shall precede the submittal of the Preliminary Subdivision application materials. The pre-application meeting is intended to provide agencies with jurisdiction an opportunity to provide direct feedback to the applicant regarding the proposal in an effort to allow the applicant to address any specific areas of concern in their application materials upon submittal. Additionally, the pre-application meeting affords the applicant the opportunity to have direct conversations about any issues they may have prior to submittal.

### **PRELIMINARY SUBDIVISION APPLICATION PROCESS**

#### **Application Form(s)**

Applicants for a Preliminary Subdivision shall provide all information required in the Preliminary Subdivision Application Submittal Checklist. Applicants should also provide any additional responsive or relevant materials that they believe will help ensure their

application is successful. Applicants should be aware that the burden of proof for any Preliminary Subdivision application resides solely with the applicant, not County staff.

Preliminary Subdivisions require review pursuant to the State Environmental Policy Act (SEPA). A complete SEPA Checklist shall also be submitted at the time of Preliminary Subdivision submittal. The SEPA review process often extends the permit review timeline, applicants are urged to take this into consideration when developing their project timelines.

Only applications presented with all of the materials on the submittal checklist will be accepted as counter-complete and moved forward to completeness review.

All necessary application fees are due at the time of submittal as well.

#### **Completeness Review**

Within twenty-eight (28) days after an application is accepted as counter-complete, the Planning Department shall issue a notice of complete or incomplete application. A determination that an application is complete does not necessarily mean that additional materials will not be required later in the application review process, rather it means the application contains sufficient information to send out for public review. If an application is deemed incomplete, the applicant will be provided a specific list of additional items that need to be submitted or revisions that must be made prior to initiating the public review process.

## **Submittal of Additional Information for an Incomplete Application**

If the applicant receives a notice of incomplete application, they shall have ninety (90) days to submit the necessary information to the County.

Failure to submit the required materials will result in the application lapsing and it will not proceed in the review process until the applicant resubmits the application and pays all necessary fees again.

Once the responsive application materials are provided, the County will make another completeness determination within fourteen (14) days of the date the materials arrived.

## **Notice of Application**

A Notice of Application will be issued within fourteen (14) days of the date the notice of complete application is issued. The Notice of Application must be issued no less than fifteen (15) days prior any required public hearing.

## **Comment**

The Notice of Application initiates the public comment period for the application. Notice is sent to agencies with jurisdiction or interest, as well as property owners in the vicinity of the project site. This comment period shall be a minimum of fourteen (14) days. Comments must be submitted by the close of business on the last day of the comment period in order to be accepted during this phase of the application review. Comments may be hand delivered, mailed, or emailed to the project planner assigned to the project. Comments should be factual and specific in nature. Any agency or citizen that does not comment on the application is presumed to not have any comments on the proposal. Failing to comment does not bar anyone from participating in the public hearing process.

## **Public Notice**

The applicant is required to post a Notice of Application on the property subject to the application. The notice must be placed on the property by the date specified by Planning Department staff.

The notice must be placed in such a manner as to allow the public to view and read the notice from a public right-of-way. Additionally, the County will publish the Notice of Application in the County's newspaper of record.

## **SEPA Determination**

The SEPA determination for the Preliminary Subdivision must be issued, and the associated comment and appeal periods must successfully lapse prior to the Hearing Examiner proceedings.

Any findings from the SEPA process will be incorporated directly or by reference in the staff report.

## **PUBLIC HEARING PROCESS**

### **Scheduling of the Hearing Examiner**

An application will be tentatively scheduled for a specific hearing date within the Notice of Application. If that hearing date changes, the County is required to provide a notice of a revised hearing no less than fifteen (15) days prior to the proposed hearing date.

### **Staff Report**

The Planning Department shall coordinate and assemble the record for the project and prepare a complete staff report, including a recommendation to the Hearing Examiner. This staff report summarizes the various agency and public comments received as well as evaluates the applicant's responses to the criteria of approval. Staff will also suggest any proposed conditions of approval that may be necessary for the proposal to be approved.

The Hearing Examiner may accept or reject any and all of the conditions of approval proposed by staff, further the Hearing Examiner may establish his or her own conditions as they deem necessary.

### **Public Hearing**

Prior to rendering a decision, the Hearing Examiner shall conduct an open-record public hearing.

Once the hearing has been initiated by the Hearing Examiner, Planning Staff will present the application and their staff report and recommendation to the Hearing Examiner. Planning Staff is not testifying on behalf of the project, applicant, nor the public at this time, they are presenting materials for the record.

After the staff report, the applicant (or their agent) shall address the Hearing Examiner with their presentation.

The public is provided an opportunity to address the project directly to the Hearing Examiner at the hearing following the applicant's presentation.

If there are any specific questions raised during the public testimony, the Hearing Examiner will address questions to staff and or the applicant for responses.

At the conclusion of the public hearing, the Hearing Examiner has the discretion to either close the record, and deliberate on the application, or allow the record to remain open if additional responses or materials are necessary prior to rendering a decision.

## **DECISION PROCESS**

### **Hearing Examiner Decision**

The Hearing Examiner shall render his or her decision on the application within ten (10) working days of the date the record for the open public hearing is closed. The Hearing Examiner's decision is sent to County staff who then issues a Notice of Decision. The

Notice of Decision is issued within one hundred twenty (120) days of the date the application was deemed technically complete.

In the event that an Environmental Impact Statement (EIS) was required during SEPA review, then this one hundred twenty (120) day timeframe shall not apply.

### **Request for Reconsideration**

Upon the issuance of the Hearing Examiner's decision a party of record who believes the decision was based on errors in procedure, law interpretation of adopted policy, fact, judgement, or the discovery of new factually evidence, which could not have been presented prior to the Hearing Examiner decision, may seek the reconsideration of the decision by filing a written request for reconsideration within fourteen (14) days of the date of the decision.

The Hearing Examiner shall issue a response to the request for reconsideration within ten (10) days of the receipt of the request.

### **Notice of Right to Appeal**

The Hearing Examiner's decision is final and conclusive. Any appeal of the Hearing Examiner's decision shall be made by filing a Land Use Petition Action with the Grant County Superior Court according to the procedural requirements set forth in Chapter 36.70C RCW.

### **Term of Decision**

The approval by the Hearing Examiner shall be limited in term to the specific requirements of applicable Grant Count Code.

**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.**

## Preliminary Subdivision – Responses to Criteria of Approval

A written response to the following criteria of approval must accompany an application for preliminary subdivision at the time of submittal. The criteria are established pursuant to GCC 22.04.250.

1. The proposed preliminary subdivision meets the applicable requirements of this Chapter;
2. The proposed preliminary subdivision serves the public use and interest;
3. The proposed preliminary subdivision complies with the Comprehensive Plan, the Shoreline Master Program, the zoning code and other land use regulations, and SEPA;
4. The proposed preliminary subdivision complies with health requirements for sewage disposal and potable water supply;
5. The proposed preliminary subdivision contains an accurate legal description of the lots being created, and the roads and easements therein;
6. The proposed preliminary subdivision complies with Grant County and, where applicable, State Department of Transportation regulations pertaining to roads, utilities, drainage, access for emergency vehicles, and other infrastructure improvements;
7. The proposed preliminary subdivision complies with relevant city regulations pertaining to roads, utilities, drainage, access for emergency vehicles, and other infrastructure improvements for subdivisions within an urban growth area when the city has a signed interlocal agreement with the County which addresses coordination of development standards, except as otherwise specifically provided in GCC § 23.12; and
8. The proposed preliminary subdivision complies with requirements of the U.S. Department of the Interior, Department of Reclamation and/or a recognized Irrigation District when the proposed preliminary subdivision is within the boundaries of an Irrigation District.
9. The proposed preliminary subdivision makes necessary provisions for: (A) Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students (B) Potable water supplies RCW 19.27.097, sanitary wastes, and drainage ways (stormwater retention and detention) (C) Open spaces, parks and recreations, and playgrounds (D) Schools and school grounds (E) Landscaping, street trees, and lighting—if required.

**Critical Areas Checklist**  
Pursuant to Grant County 24.08.070

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- 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

**A GRANT COUNTY HEALTH DISTRICT “*LAND  
USE PROPOSAL APPLICATION*” MAY BE  
REQUIRED FOR THIS PROJECT; PLEASE  
CONTACT THE PLANNING DEPARTMENT AND  
HEALTH DISTRICT\* FOR VERIFICATION**

IF APPLICABLE, IN ORDER FOR YOUR LAND USE PERMIT  
APPLICATION PACKET TO BE ACCEPTED IT MUST CONTAIN THE  
FORM SIGNED BY THE HEALTH DISTRICT REPRESENTATIVE.

\* Grant County Health District Contact information:  
1038 West Ivy  
Moses Lake, WA 98837  
(509) 766-7960  
[www.granthealth.org](http://www.granthealth.org)