



**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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Final Subdivision 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"/> | Verification that Final Pre-Review has been Completed |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Mylar Drawings (GCC 22.04.420) |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital Version of Subdivision Map (GCC 22.04.420 - provided by email) |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report/Plat Certificate Dated within 30-Days of Submittal |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicable Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Works' Final Review Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Auditor's Recording Fee |

Counter Review By: _____

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



Final Subdivision Application Instructions

The Final Subdivision process is the last phase of the Subdivision entitlement process which results in a plat map being recorded with the Grant County Auditor and formally subdividing the parcel(s) subject to the Preliminary Subdivision application.

FINAL SUBDIVISION PRE-REVIEW

Prior to the submittal of the final Subdivision mylar drawings, and other requisite materials, all final Subdivisions shall complete the requirements of final pre-review pursuant to Grant County Code (GCC) 22.04.405.

Final pre-review consists of submitting an electronic set of the final plat drawings to the Planning Department for consistency review before the process of collecting signatures on the final Subdivision mylars. Additionally, the applicant is required to provide a written statement addressing all of the required conditions of approval and how those conditions have been met with the final Subdivision.

Once final pre-review has been completed, the Planning Department will contact the applicant or their representative to request the mylars to be prepared and submitted.

FINAL SUBDIVISION REVIEW PROCESS

Application Form(s)

Applicants for a final Subdivision shall provide all information required in the Final Subdivision Application Submittal Checklist.

Only applications presented with all of the materials on the submittal checklist will be accepted and moved forward to collect the necessary department/agency signatures. Note, final Subdivision mylars require the signature of the Grant County Sanitarian (Health District) and must be submitted to Grant County Planning with the signature affixed to the mylars.

Additionally, final Subdivision mylars that require the signature of the Department of the interior, Bureau of Reclamation, and any of the Irrigation Districts, must be submitted to Grant County Planning with those signatures affixed to the mylars.

Similarly, all owners of interest listed in the dedication of the final Subdivision must have their signatures affixed to the mylars as well. Any required Notary Public stamps and signatures must accompany the signatures. Because mylars are recorded by the Grant County Auditor it is imperative that the signatures be completed in permanent black felt tip pen (fine point) and be legible when reproduced. When Notary Public stamps are affixed to the mylar, the Notary should pay close attention that the ink does not smear across the mylar rendering the reproduction of that stamp, or any of the verbiage on the final Subdivision drawing impossible.

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

County Department and Office Signatures

The Planning Department will route the mylar drawings to the necessary County offices and departments for the appropriate signatures.

Immediately prior to recordation, the Grant County Treasurer will confirm that any necessary taxes are paid in advance. Applicants are encouraged to contact the Treasurer at the time of final pre-review to discuss the taxes owed to avoid any unnecessary delays in the recording of the final Subdivision.

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.