



**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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Utility Easement Ext. & Alt. 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"/>	Narrative Describing the Proposal
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Drawing consistent with GCC 22.04.105(3)
<input type="checkbox"/>	<input type="checkbox"/>	Title Report (Dated within 30 days of application submittal)
<input type="checkbox"/>	<input type="checkbox"/>	Sworn Statement of Utility Locate Contact and Findings (GCC 22.04.105(4))
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of Existing Easement to be Eliminated or Proposed Easement if Applying for Alteration
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Fees (Planning Department submittal fee and Auditor's recording fee)

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.



Utility Easement Extiguishment Application Instructions

Utility Easement Extiguishment applications are used to eliminate or alter easements along internal property lines of lots within subdivisions *in conjunction with* a boundary line adjustment/lot consolidation application.

Utility Easement Extiguishment applications are Type II Applications and are reviewed and approved administratively by the Grant County Planning Department, public hearings are not required for these applications.

PRE-APPLICATION MEETING

If an applicant elects to request a pre-application meeting, the meeting shall precede the submittal of the Utility Easement Extiguishment 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.

UTILITY EASEMENT ESTINGUISHMENT APPLICATION PROCESS

Application Form(s)

Applicants for a Utility Easement Extiguishment application shall provide all information required in the Utility Easement Extiguishment 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 a Utility Easement Extiguishment application resides solely with the applicant, not County staff.

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

Utility Easement Extinguishment applications are generally exempt from most of the public notice requirements, however, publication of the application in the County's paper of record is required.

Comment

The Notice of Application initiates the comment period for the application. Notice is sent to agencies with jurisdiction or interest. This comment period shall be a minimum of thirty (30) 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 member of the public that does not comment on the application is presumed to not have any comments on the proposal.

DECISION PROCESS

Utility Easement Extinguishment applications are approved administratively by the Grant County Planning Department.

The Grant County Planning Department will consider the relevant comments provided by the agencies and utility companies that may have an interest in the presence of the easement.

DECISION PROCESS

Planning Director Decision

The Planning Director's decision is issued within one hundred twenty (120) days of the date the application was deemed technically complete.

Following the approval of the Utility Easement Extinguishment, the applicant shall provide the Grant County Planning Department with the necessary recording fees, and the easement will be recorded on behalf of the applicant by the County.

Notice of Right to Appeal

The Planning Director's decision is final and conclusive. Any appeal of the 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 Planning Director shall be limited in term to the specific requirements of applicable Grant County 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.