



**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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Variance 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"/>	Narrative Describing the Proposal
<input type="checkbox"/>	<input type="checkbox"/>	Written Response to Criteria of Approval (GCC 25.08.060(b))
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Drawing consistent with GCC 23.04.140(f)(2)
<input type="checkbox"/>	<input type="checkbox"/>	Water and Sewer Availability Form (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation, Geotech Report, Cultural Resources Report, Etc. (As necessary)
<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.



Variance Application Instructions

Variances may be used to seek relief from specific development or performance standards set forth in the Unified Development Code (UDC). Variances are limited in application to dimensional, bulk, and area requirements specified in Grant County Code (GCC) 22, 23 and 24. Variances cannot be used to increase density or allow uses specifically prohibited in a particular zoning district.

Variance applications are Type III Applications and the Hearing Examiner is authorized to conduct a public hearing and render a decision on Variance 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 Variance 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.

VARIANCE APPLICATION PROCESS

Application Form(s)

Applicants for a Variance shall provide all information required in the Variance

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 Variance 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

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.

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, 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.

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.

Variance Application – Responses to Criteria of Approval

Pursuant to GCC 25.08.050, any request for a Variance shall be accompanied by a narrative statements demonstrating how the proposed request conforms to the criteria for approval specified in GCC 25.08.060. Please provide a narrative statement addressing each of the following criteria for approval and how your proposal complies with the criteria.

1. Special conditions and circumstances exist that are peculiar to the land such that literal interpretation and application of the provisions of GCC Titles 22, 23, and 24 would deprive the applicant of the rights commonly enjoyed by other properties in the same district under the terms of GCC Titles 22, 23, and 24.
2. Allowing the Variance will be in harmony with the intent and spirit of GCC Titles 22, 23, and 24.
3. A Variance is necessary for the preservation and enjoyment of a property right possessed by other property in the same vicinity or district, but which is denied to the property in question because of special circumstances on that property.
4. The special conditions and circumstances described in Criteria #1 above, are specifically related to the property and are the result of unique conditions such as specifically irregular lot shape, size, or natural feature, and the application of GCC Titles 22, 23, and 24, and not, for example, from deed restrictions or the applicant's own actions.
5. The granting of the Variance requested will not confer on the person seeking the Variance any special privilege that is denied by this Chapter to other lands, structure, or buildings under similar circumstances.
6. The Variance requested is the minimum necessary to afford relief.
7. The requested Variance will not create significant impacts to critical areas and will not be materially detrimental to the public welfare, injurious to the right of other property owners in the vicinity, or contrary to the public interest.
8. The Variance will not permit a use prohibited by GCC Title 23 in the district in which the subject property is located.

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

**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