

Applicant guide to  
**TEMPORARY SECOND DWELLING APPLICATIONS**

**WHAT IS A TEMPORARY SECOND DWELLING?**

This is a special type of administrative approval use application. A temporary second dwelling of up to 1,248 square feet is allowed on a property to provide medical care or assistance to a person with a medical hardship. The temporary second dwelling must meet all environmental health requirements for sewage disposal and water supply. In addition, a licensed physician must provide documentation of the medical hardship. These permits may or may not require a public hearing. The Community Development Department approves or denies all administrative approval use application that do not require a public hearing.

Temporary second dwellings are only allowed to exist for as long as the medical hardship continues to exist. Once the person requiring care moves off the property, the temporary second dwelling must be removed. Temporary second dwelling permits are only good for one year. However, the applicant may apply for renewal if the medical hardship continues to exist.

**HOW DO I APPLY?**

Submit a completed permit application form, attach the supplemental information required by the Environmental Health division and pay the required fee. Applications are accepted at the Permit Center, 2025 NE Kresky Avenue in Chehalis. Please refer to the Community Development Fee Schedule for application fee information.

**HOW IS THE APPLICATION PROCESSED?**

After submission, the application is reviewed for completeness. Within 28 days of submitting the application, you will be notified that the application is complete, or if incomplete, the specific documents that are needed to complete the application. Once the application is deemed complete, a 120 day review clock begins.

County staff from Environmental Health, the Planning division, and the Building division will visit the project site and conduct a technical review of the application. Additional information may be requested to complete this review, depending on the particular aspects of the project or conditions at the site.

The County will send a letter of notification to surrounding property owners, describing your proposal and asking for comment. You will be sent public notices and an affidavit of posting. The public notices must be posted on all the road frontages of the proposal site so that they are visible to adjacent property owners and passing motorists. After posting the notices, you must sign the affidavit of posting and have it notarized, then return it to the Community Development Department. The public notices have a ten (10) day comment period- starting with the date on the letter of notification, or the date of posting as defined by the date on the notarized affidavit- *which ever is later*.

All public comments received in response to this notice will be forwarded to you and will be used by staff in a review of the application. Notified property owners may also submit a written request for a public hearing within the comment period. The request must document valid grounds for the hearing and specify how the proposal adversely affects the requestor. If such a request is received, the application will be forwarded to the hearing examiner who will conduct a public hearing and decide to approve or deny the administrative approval application. The hearing examiner's decision will be based upon compliance with zoning regulations and the requirements of Lewis County Code, especially Chapter 17.160 (Variances, Administrative Approval Uses and Appeals). If no written request for public hearing is submitted, approvals will be granted by the Community Development Department.

**WHAT IF MY PERMIT IS DENIED?**

If your permit is denied you will be notified of the grounds for denial, and your right to appeal, in writing.

**WHAT IF I DISAGREE WITH THE DECISION?**

Applications for an appeal of an administrative approval shall be submitted on an approved county form with the required fee, within 14 days of the date of the decision. The hearing examiner has the authority to hear and decide all appeals of administrative approvals.

**MORE QUESTIONS?**

Please call the Lewis County Planning Division at (360) 740-1146.

SUPPLEMENTAL INFORMATION FOR  
ADMINISTRATIVE APPROVAL USE APPLICATIONS

All applicants must submit the following (as applicable):

- \_\_\_\_\_ 1. Names, addresses, and stamped, addressed envelopes for all property owners within 500 feet of the external boundaries of the subject property, or the nearest residential property owners adjacent to the subject property but within 1500 feet of the project site.
- \_\_\_\_\_ 2. Three (3) full size copies of a site plan at a scale of not less than 1"= 200', which shall include:
  - a. The location and height of all existing structures, including, but not limited to: mobile homes, houses, sheds, garages, barns, fences, culverts, bridges, storage tanks, signs and exterior lighting.
  - b. The location of property boundaries.
  - c. Access and parking areas.
  - d. The locations and types of water and sewer services.
  - e. The location and types of structures on adjacent properties.
  - f. Scale and north arrow.
- \_\_\_\_\_ 4. Applicable fees.
- \_\_\_\_\_ 5. Mobile Home Placement Permit for second dwelling. *Proposed dwelling must not exceed 1,248 sq.ft. in size.*
- \_\_\_\_\_ 6. Legal covenant which restricts lease, sale or transfer of the property while the temporary dwelling is in place. To be filed and recorded with property deed at the Lewis County Auditor's Office upon approval of this request. A copy of this recorded document must be submitted to the Community Development Department
- \_\_\_\_\_ 7. Environmental Health Requirements- please see the Medical Hardship Waiver on the last page of this packet for more information.
- \_\_\_\_\_ 8. CARL review form.

# LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue  
Chehalis, WA 98532-2626

(360) 740-1146  
FAX: (360) 740-1245

## APPLICATION FOR TEMPORARY SECOND DWELLING

Fee for Administrative Approval Use; \$265.00 Fee for CARL review: \$85.00. Mobile Home Placement Permit: single wide-\$190.00, double wide- \$250.00, triple wide- \$315.00 Sewage Operational Permit: \$200. If a Septic placement permit is needed: \$300 for placement and \$170.00 for plan review.

File Number: \_\_\_\_\_

1. **DATE:** \_\_\_\_\_

2. **APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

3. **PROPERTY OWNER OF RECORD (If Other Than Applicant):**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

4. **PROPERTY LOCATION**

\_\_\_\_\_ ¼, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_, WM

Address \_\_\_\_\_

5. **TAX PARCEL NUMBER:**

\_\_\_\_\_

6. **LAND USE ACTION/ APPLICATION PROPOSAL:**

\_\_\_\_\_

\_\_\_\_\_

7. **UTILITIES**

Existing Water supply: \_\_\_\_\_

Proposed Water supply: \_\_\_\_\_

Existing Sewage Disposal: \_\_\_\_\_

Proposed Sewage Disposal: \_\_\_\_\_

8. **ACCESS**

Existing Access: \_\_\_\_\_

Proposed Access: \_\_\_\_\_

9. **SIGNATURES**

*I certify to the best of my knowledge that all the information contained within and attached to this application is true. I affirm that I have read and understand the limitations and conditions of LCC 17.160.050 (Administrative Approval Uses) and agree to comply with all conditions of approval upon request.*

\_\_\_\_\_  
Applicant's signature date

\_\_\_\_\_  
Owner's signature (if different than applicant) date