

Applicant's Guide to  
**RV PARK PERMIT APPLICATIONS**

**WHAT IS AN RV PARK PERMIT?**

A Recreational Vehicle Park permit is a type of special use permit. The permit creates a binding site plan detailing the location of all development and the limitations or conditions of land use. Once approved, the permit allows lots within the development be rented or leased for RV use. Applicants who propose an RV park over 100 sites, or over 10 acres in size, will need to apply for a Master Plan Development Permit.

**HOW CAN I FIND OUT MORE BEFORE SUBMITTING AN APPLICATION?**

You may request a pre-application conference with the Lewis County Community Development Department. At this meeting, county staff will go over the development standards that apply to your proposal, provide preliminary comments and answer your questions. There is no cost for a pre-application meeting. To schedule a meeting, please come to the Permit Center, 2025 NE Kresky Avenue, in Chehalis or call (360)740-1146.

**HOW DO I APPLY?**

Submit a completed permit application form, attach the supplemental information listed at the end of the application, and pay the required fee. Applications are accepted at the Permit Center (address is listed above). 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. Once complete, the County will send notice of application to surrounding property owners, describing your proposal and asking for comment. The notice of application has a 20 day public comment period. At this time, the applicant must also post the site with wooden sign prepared to the specifications of LCC 17.05.100 (2a) and return an affidavit of posting to the Community Development Department. This sign must be posted at least 30 days before the scheduled public hearing. All comments received in response to the notice of application will be forwarded to you and used by the staff in review of your application.

If a State Environmental Policy Act (SEPA) review is required for your application, an Environmental Checklist must be submitted. Staff reviews this checklist and issues a determination, indicating whether or not there are significant adverse environmental impacts expected to result from the proposal. If there are impacts that cannot be mitigated, the applicant must prepare an Environmental Impact Statement (EIS). SEPA determinations are mailed to the applicant and surrounding property owners with a 15 day comment period. SEPA review often runs concurrently with the comment period described above. When SEPA review is required, the public hearing will be scheduled at the conclusion of the SEPA comment period.

Once the site has been posted, a public hearing will be scheduled before the Hearings Examiner. Adjacent property owners will also receive a notice of public hearing. During the public hearing the hearing examiner functions as a moderator. At the hearing, county staff will summarize the proposal and present the staff recommendations. The Hearings Examiner will then ask for comments from the applicant or representative. Testimony will also be accepted from other citizens who wish to speak. The administrator makes the final decision to approve, deny or condition the proposal. This decision will be based upon compliance with the criteria established in Chapter 16.14, Article II (Design) and Article III (Required Improvements). All decisions will be submitted in writing and mailed to all parties of record: the applicant, property owner and anyone who submitted written comments or testified at the public hearing.

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

Any party of record may appeal the decision. Appeals of the administrator's final decision must be made to the Hearing Examiner within ten (10) days of the date of the decision on a form provided by the county. Further appeal of the Hearing Examiner's decision must be made to the superior court. The applicant is responsible for the cost of any records transcription ordered for superior court review.

**MORE QUESTIONS?**

Please consult the Lewis County Code chapter 16.14, or call the Planning Division at (360) 740-1146.

# LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue  
Chehalis, WA 98532-2626

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

## RV PARK PERMIT APPLICATION

Application fee: \$1,385 plus \$20.00 per space/slot, Planning review fee \$90, legal publication fee if no SEPA required \$200, SEPA fee with legal publication (regular) will be required if over 5,000 sq ft impervious surface \$605 (up to 3 hours review time and over 3 hours at \$100 an hour), Hearing Examiner fee \$600, Environmental Health review fees \$390, Public Works review fee \$200. Additional fees may include but are not limited to permits for Environmental Health for septic and/or water and Public Works for stormwater and/or roads.

### FOR OFFICE USE ONLY:

Application Date: \_\_\_\_\_ Permit Technician \_\_\_\_\_ Date Distributed: \_\_\_\_\_

1. **PROJECT NAME:** \_\_\_\_\_

2. **APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

E-Mail: \_\_\_\_\_

4. **SURVEYOR OR ENGINEER:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

E-Mail: \_\_\_\_\_

5. **PROPERTY LOCATION:**

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_, WM

TAX PARCEL NUMBER(S): \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

6. **BRIEF DESCRIPTION OF THE PROPOSAL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number of Employees: \_\_\_\_\_ Number of employees who live on site: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

**7. ZONING:**

Current Zoning of Development Site: \_\_\_\_\_

Current Zoning within 300' (ft.) of the Site: \_\_\_\_\_

**8. CRITICAL AREAS:**

Are there known wetlands located within 125' (ft.) of the project site? \_\_\_\_ Yes \_\_\_\_ No

Is your project in Shoreline jurisdiction? \_\_\_\_ Yes \_\_\_\_ No

Is your project located in a flood plain? \_\_\_\_ Yes \_\_\_\_ No

**9. WATER SUPPLY:**

Existing Source: \_\_\_\_\_

Proposed Source: \_\_\_\_\_

**10. SEWAGE DISPOSAL:**

Existing Method: \_\_\_\_\_

Proposed Method: \_\_\_\_\_

**11. ACCESS:**

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

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

**12. SITE CHARACTERISTICS:**

Total Size of Development Site: \_\_\_\_\_ Proposed number of units: \_\_\_\_\_

Please list all existing (non-residential) buildings and the square footage of each:

\_\_\_\_\_  
\_\_\_\_\_

Please list all proposed (non-residential) buildings and the square footage of each:

\_\_\_\_\_  
\_\_\_\_\_

Total square footage of impervious surface (paved, covered, built on, gravel, etc.):

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**13. VEHICLES AND TRAFFIC:**

How many vehicle trips will be generated daily to and from the site by the proposed use?  
Please include trips by employees, customers, delivery trucks, etc.

\_\_\_\_\_

How will these trips be distributed by mode and time of day? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many parking spaces will be provided? \_\_\_\_\_

**14. ADJACENT PROPERTIES:**

What provisions have been made to make the development compatible with the appearance and character of the surrounding area?

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What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development?

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**15. SUPPLEMENTAL INFORMATION:**

Please attach the following information to your application for submittal:

1. Detailed summary of all the uses and activities proposed to occur on site. Include information specific to the proposal.
2. Legal descriptions of all the property involved in the proposal.
3. A list of all property owners within 500 feet of the development site, and an addressed, stamped envelope for each.
4. A full size copy and one 11" x 17" reduced copy of the site plan(s), drawn at a scale of 1"=100'. This site plan(s) must show:
  - a. The proposed location and size of all recreational vehicle lots.
  - b. The location and height of all existing and proposed structures and their square footage: houses, sheds, garages, barns, fences, culverts, signs, storage tanks, exterior lighting, etc.
  - c. The boundaries and dimensions of the property to be developed.
  - d. Property line setbacks and their distance measurements from the property lines.
  - e. The location of any existing or proposed easements, buffers, areas protected by covenant, or land dedicated as public or private community open space.
  - f. All existing and proposed utility structures and lines, including: sewage systems, sewer lines, water lines, wells and springs.
  - g. Wells on site and within 500 feet of the boundary area which are used for domestic use.
  - h. Existing location and name of drainage/surface water on site.
  - i. Proposed stormwater drainage facilities.
  - j. Areas of pedestrian and vehicular ingress and egress showing their design, internal circulation and parking spaces, such as: sidewalks, driveways, streets, fire access roads, etc.
  - k. The existing adjacent properties accesses to the public road.
  - l. The location and size of all parking areas and loading zones including disabled parking access provisions.
  - m. The location and size of any outdoor storage areas.
  - n. North arrow, scale, date, site address and directions to the site.
  - o. Location of critical areas on the site and on adjacent properties, including: wetlands, shorelines, streams, steep slopes, wildlife habitats, etc.
  - p. Vicinity sketch.
  - q. Proposed landscaping, including location and type of vegetation and all existing vegetation that will remain.
5. A topographic map with two (2) foot contours for the entire development area and a minimum of 50 feet into all adjacent parcels.
6. Description of any proposed grading, including a written estimate of cut and fill quantities in cubic yards and a map showing the locations of the cut and fill areas.
7. Soils report, as required by the Lewis County Sanitary Code, LCC 8.40 and 8.41, if new or altered on-site sewage systems are proposed.

- 8. SEPA checklist, EIS, and/or other documents as required for the project.
- 9. Additional materials may be required, depending on the specific project, pursuant to LCC 17.115 (Special Use Permits).

**16. SIGNATURES**

*I/We certify that all of the information contained in, and attached to, this application is true to the best of my/our knowledge. Additionally, I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code, especially Chapter 16.14 (Recreational Vehicle Park Divisions), and agree to comply with all conditions of approval.*

\_\_\_\_\_  
 \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of  
 \_\_\_\_\_

My office expires: \_\_\_\_\_