

Applicant guide to
AIRPORT OBSTRUCTION ZONE APPLICATIONS

WHAT IS AN AIRPORT OBSTRUCTION ZONE APPLICATION?

An airport obstruction zone permit is necessary for projects that meet the criteria set forth in the Lewis County Code, Chapter 17.80, 17.85 and 17.90 dealing with the airport obstruction zones established for the Packwood Airport, the Ed Carlson Memorial Field at Toledo, and at the Chehalis-Centralia Airport. The purpose of the permits is to allow review of all applications with the airport obstruction zones for compliance with height, use and design criteria necessary to protect the users of the airports and to comply with Federal Aviation Administration requirements for the facilities.

HOW DO I APPLY?

Submit a completed permit application form and pay the required fees. Applications are accepted at the Permit Center at 2025 NE Kresky Avenue in Chehalis.

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 conduct a technical review of the application and may visit the project site. 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 the FAA and airport authorities, describing your proposal and asking for comment. Your project will be reviewed taking into consideration any comments received and the standards prescribed by County Code.

If a State Environmental Policy Act (SEPA) review is required for your application, an Environmental Checklist must be submitted along with the SEPA fee. Staff reviews this checklist and issues a determination, indicating whether or not there are significant adverse environmental impacts are expected to result from the proposal. If there are impacts that cannot be mitigated, the applicant must prepare an Environmental Impact Statement (EIS). The 120-day review clock is stopped until the EIS is submitted. When SEPA is required the timeline for approval of an administrative review application will follow the standard SEPA timeline. A notice of application is published with a 15-day comment period before a determination is made. After the determination is made there is a 14-day appeal period before a SEPA permit can be issued. Administrative review approval cannot be granted until SEPA is issued.

MORE QUESTIONS?

Please consult the Lewis County Code, 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

AIRPORT OBSTRUCTION ZONE APPLICATION

Application fee: \$85.00. CARL review fee: \$85.00. If SEPA is required, the checklist fee is \$335.00 (up to 3 hours, over 3 hours then \$70.00 per hour), plus \$135.00 legal publication fee

FOR OFFICE USE ONLY:

Application Date: _____ Permit Technician _____ Date Distributed: _____

1. **PROJECT NAME:** _____

2. **APPLICANT:**
Name _____

Address _____

Telephone Home (_____) _____ Work (_____) _____

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

Name _____

Address _____

4. **SURVEYOR OR ENGINEER:**

Name _____

Address _____

Telephone Home (_____) _____ Work (_____) _____

5. **PROPERTY LOCATION:**

_____ ¼, 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. **WATER SUPPLY:**

Existing Source: _____

Proposed Source: _____

8. **SEWAGE DISPOSAL:**

Existing Method: _____

Proposed Method: _____

9. **ACCESS:**
Existing Access: _____
Proposed Access: _____

10. **SITE CHARACTERISTICS:**
Total Size of Development Site: _____

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

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

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

Existing: _____ Proposed: _____

11. **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? _____

12. **ADJACENT PROPERTIES:**
What provisions have been made to make the development compatible with the appearance, use, and character of the surrounding airport area?

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

13. SUPPLEMENTAL INFORMATION:

All of the information listed below is required for a complete application. If you are unable to provide any of this information, or believe that it is not applicable to your project, please provide an explanation of why it has not been included. Please attach and label the following information to your application for submittal:

1. Detailed summary identifying all uses proposed for the site, including direct and accessory uses. All potential uses should be identified because approval will be limited to only those uses shown on the application or maps. All other uses will be prohibited.
2. A map or series of maps drawn to scale which show:
 - a. The boundaries of the designated area.
 - b. Dedicated rights of ways or easements over, across, or under the property to be reviewed for approval.
 - c. Existing roads, highways, and driveways abutting the site and within 500 feet of the site, and the principal access from the site to the nearest arterial or state highway.
 - d. Wells within the development area or within 500 feet of the boundary of the site which are used for domestic use or identified through well log or water right records.
 - e. A general identification and location of critical areas on the site or within 500 feet of the site and the identification of all Type 1, 2, and 3 streams under WDF&W criteria, and any streams or water bodies subject to jurisdiction under Chapter 90.58 RCW, the State Shoreline Management Act.
 - f. The location and height of all existing and proposed structures and their square footage: hangers, houses, sheds, garages, barns, fences, culverts, signs, storage tanks, exterior lighting, outdoor storage areas, parking areas, loading zones, etc. Locate the runway and proposed development and show the distance from the runway to the proposed development site.
 - g. North arrow, scale, date, site address and directions to the site.
3. CARL Review Form
4. 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.
5. Additional materials may be required, depending on the specific project. Any support material that may be of assistance to the administrator should be included in your application (FAA guidelines, letters from FAA in support of the project, etc.).

14. 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 those chapters dealing with airport obstruction zoning.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public in and for the State of

My office expires: _____