Applicant guide to

SPECIAL USE PERMIT APPLICATIONS

WHAT IS A SPECIAL USE PERMIT?
Special use permits are necessary for projects that, due to their nature or location, require public review and specific development conditions to mitigate any potential impacts. Examples include rural resort development, convalescent homes, aviation facilities, sports clubs, larger commercial or industrial developments, etc. The review process includes a public hearing before the Hearing Examiner. All Special Use Permits require review under SEPA (State Environmental Policy Act).

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, contact the Planning Division at 2025 NE Kresky 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 fees (please see p.1 of the application). Applications are accepted at the Permit Center (address is listed above).

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 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. State Environmental Policy Act (SEPA) review is required for all Special Use Permit applications so an Environmental Checklist must be submitted, as well as the SEPA fee. 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). The 120-day review clock is stopped until the EIS is submitted. SEPA review runs concurrently with the comment period described below.

The County will send notice of application to surrounding property owners, describing your proposal and asking for comment. The notice of application has a 14-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) (see attached document) 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. After the comment period expires a SEPA threshold determination will be issued (unless and EIS is required as noted above). All SEPA determinations have a 14-day appeal period.

After the SEPA appeal period has expired a public hearing will be scheduled before the Hearings Examiner. Adjacent property owners will also receive a notice of public hearing. 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.

Within 10 days of the end of the hearing, the Hearings examiner will render a decision. The Hearings Examiner will review the application based upon the following criteria:

a. The plan is consistent with the Comprehensive Plan and the Lewis County Code
b. Adequate provision is made for public services and facilities concurrency.
c. There is adequate protection for adjacent properties from adverse impacts.
d. The project complies with state standards and regulations.
e. There is adequate protection for critical areas, including surface and ground water.
f. Road access meets county standards.

The Hearings Examiner has the authority to approve, disapprove or condition all special use permit applications. The decision will be 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. Applications for an appeal of a special use permit shall be submitted on an approved county form with the required fee, within 15 days of the date of the decision. The Superior Court will hear and decide all special use permit appeals pursuant to Chapter 2.25 LCC. The decision of the Board is final.

MORE QUESTIONS?
Please consult the Lewis County Code chapter 17.115, or call the Planning Division at (360) 740-1146.

REQUIREMENTS FOR POSTING NOTICE FOR SPECIAL USE PERMITS

As specified by Lewis County Code section 17.05.100, in addition to the requirements for notice and publication which are required by law or by other sections of the Lewis County Code, all special use permits must also post a sign on the subject property at least 30 days prior to the public hearing.

Location:
The sign must be located within 10 feet of the County right-of-way on any open public roads abutting the property or the property access road.

Sign Specifications:
The sign must be a 4' x 4' wooden sign, painted white with 3 inch red lettering. It shall read:

Notice of Land Use Action
Special use permit proceedings
for a
(Name of facility)
For information on the project and hearing dates
Contact
Lewis County Department of Community Development
(Address and Phone)
(Owner/developers name and contact)

LEWIS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue (360) 740-1146
Chehalis, WA 98532-2626 FAX: (360) 740-1245

SPECIAL USE PERMIT APPLICATION

Application fee: $1,315.00 (up to 10 hours, then $70.00 per hour). CARL review fee: $85.00. Legal notice fee: $135.00 per notice. Hearing Examiner Fee: $395.00.Environmental Health Planning Review fee: $340.00 (Additional fees may apply for OnSite Septic evaluation, Water System Adequacy, and Well Site inspection). Public Works Plan & map review fees of $150.00. Amendments/Revisions: $660.00. SEPA fee of $335.00 (up to 3 hours, then $70.00 per hour). If a shorelines permit is required, the fee is: $1,315.00 ($150.00 will be refunded if an exemption is granted), plus a $135.00 legal notice fee and $395.00 Hearing Examiner fee. If a fill and grade permit is required, the fee is determined by the quantity of material, please consult the current fee schedule.

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, proof of lease agreement or authorization must be attached):

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 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:_____

Proposed number of dwelling units:_____

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 and character of the surrounding area?

_____

_____

_____

_____

_____

What provisions have been made to safeguard the adjoining 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. Legal descriptions of all the property involved in the proposal.
2. Detailed summary identifying all uses proposed for the site, including direct and accessory uses. All potential uses should be identified because approval of the project will be limited to those uses documented in the application materials and maps. Other uses will be prohibited.
3. A list of all property owners within 500 feet of the development site, and two sets of addressed, stamped envelopes for each.
4. A map or series of maps drawn at a scale of 1"=100' which show:
    a. The boundaries of the designated area.
    b. Boundaries of individual ownerships, or leasehold interests.
    c. Dedicated rights of ways or easements over, across, or under the property to be reviewed for approval.
    d. 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.
    e. Property ownerships within 500 feet of the site.
    f. 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.
    g. 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.
    h. 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, outdoor storage areas, parking areas, loading zones, etc.
    i. North arrow, scale, date, site address and directions to the site.
5. SEPA Environmental Checklist
6. CARL Review Form
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. Letters of service indicating that the proposal will be served by: police, fire district, and refuse disposal. If connection to a municipal or rural water and/or sewer system is proposed a letter of service is required from those providers. If dwelling units are proposed a letter of service is also required from the local school district.
9. Additional materials may be required, depending on the specific project, pursuant to LCC 17.115 (Special Use Permits) and other applicable county regulations.

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 Chapter 17.115 (Special Use Permits), 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: _____