



# Lewis County Community Development

2025 NE Kresky Ave, Chehalis, WA 98532  
Phone: (360) 740-1146 • Fax: (360) 740-1245

## **SPECIAL USE TYPE III APPLICATION**

Type III applications require a mailed notice to properties within 500 feet of the property, notice posted on the road frontage, and notice published in the newspaper. A public hearing is required with the Lewis County Hearing Examiner. The Lewis County Hearing Examiner is the quasi-judicial decision making body.

The following are required to be submitted with this Type III application to begin the review process:

STAFF	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	Completed site plan (with all the requirements on the Lewis County Community Development 'Site Plan Requirements' Handout)
<input type="checkbox"/>	<input type="checkbox"/>	Completed 'General Information' application
<input type="checkbox"/>	<input type="checkbox"/>	Completed permit application for the associated permit
<input type="checkbox"/>	<input type="checkbox"/>	All additional information listed on application
<input type="checkbox"/>	<input type="checkbox"/>	Completed 'Permission to Enter' form
<input type="checkbox"/>	<input type="checkbox"/>	Adequate Facilities Forms provided (required for all projects other than development of a single-family residence or large lot simple segregation where new development is not approved) <input type="checkbox"/> Not applicable; Explain: _____
<input type="checkbox"/>	<input type="checkbox"/>	SEPA <input type="checkbox"/> Not applicable; Exemption: _____
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee

Any appeals will be heard by the appropriate Court per Lewis County Code Chapter 17.05.

**For Official Use Only:**

Date of Completed Application: \_\_\_\_\_

Application Number: \_\_\_\_\_

Associated Permits: \_\_\_\_\_

Permit Technician: \_\_\_\_\_

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## SITE PLAN REQUIREMENTS

**The application should NOT be submitted unless all points below are addressed. The checklist must be submitted with the application. Submit multiple maps if necessary. Additional information may be requested.**

### STAFF APPLICANT

- North arrow, scale, vicinity map, and date.
- Site address and parcel numbers for all affected parcels
- Property line boundaries, dimensions, and size of the subject parcel(s)
- Location of all existing and proposed structures including, but not limited to: houses, sheds, barns, fences, culverts, bridges, storage tanks, retaining walls, decks, and porches
- Square footage of all existing and proposed structures, parking, and outside storage areas
- Setbacks from property lines for all existing and proposed structures
- Utility structures or lines such as septic tanks, sewer lines, drainfields, reserve areas, wells, water lines, power lines, utility easements, etc.
- Location of any known and proposed stormwater facilities
- Areas to be cleared, graded, excavated, or otherwise disturbed
- Location, depth, and extent of all clearing, grading and filling, including written estimates with both cut and fill quantities in cubic yards
- Location and identification of any surface waters, ditches, or known wetlands.
- Location and identification of topography (ex: top/toe of slope, direction of natural drainage, significant terrain features).
- Location of all proposed or existing easements, driveways, access etc.
- Location and name of all roads surrounding the property
- Any additional information which the applicant feels will assist in evaluating the proposal (ex: maps, drawings, photos)
- For all projects other than a single family dwelling, a description of the proposed use is required. Examples include, but are not limited to: personal storage, commercial uses, agricultural uses, garage, etc.

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## GENERAL INFORMATION

### Applicant Contact Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information:

Tax Parcel Number (s): \_\_\_\_\_

Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

\_\_\_\_\_ Quarter Section, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East/West (Circle One)

### Surveyor/Engineer or Other Contractor Information (Attach additional sheets if necessary):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Signatures

#### Please check the box:

I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval.

By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Check one:  Owner  Applicant  Authorized Agent

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## SPECIAL USE

**Fees:** The minimum fee for a new submittal is \$1,985. For an amendment or revision, the minimum fee is \$695. SEPA is not included in these estimates. Additional fees may apply.

### Additional Information:

Staff Applicant

- 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.
- Soils report, as required by the Lewis County Sanitary Code, LCC 8.40 and 8.41, if new or altered onsite sewage systems are proposed.
- A lease agreement if the applicant is leasing the property.
- A map or series of maps beyond the requirements of the 'Site Plan Requirements' Handout, drawn at a scale of 1" = 100', which shows:
  - I. 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.
  - II. 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.
- Legal description of all parcels affected
- If the proposed project is an animal kennel that requires the Lewis County Public Health and Social Services Dog Kennel Operating Permit, a copy of the Dog Kennel Operating Permit is required.
- Please provide a narrative of how your proposed project complies with the Lewis County Code sections 17.158.020, 17.158.024, and 17.158.030 for your specific Special Use proposal
- Additional materials may be required by an administrator depending on the specific project.

**Project Name:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

Brief Description of proposal (Attach additional sheets as necessary): \_\_\_\_\_

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### Water Supply:

Existing Source:  Private Well  Shared Well  Public Water  Group B  Group A

Other; If other, please explain: \_\_\_\_\_

Proposed Source:  Private Well  Shared Well  Public Water  Group B  Group A

Other; If other, please explain: \_\_\_\_\_

## Sewage Disposal

Existing Method:     Septic         Public Sewer         Other; If other, please explain: \_\_\_\_\_

Proposed Method:     Septic         Public Sewer         Other; If other, please explain: \_\_\_\_\_

## Access, Vehicles, and Traffic

Access Road: \_\_\_\_\_

Please check one:     Private Road         County Road         State Highway

Other; If other, please explain: \_\_\_\_\_

How many parking spaces are available: \_\_\_\_\_ How many parking spaces will be added: \_\_\_\_\_

How many vehicle trips will be generated daily to and from the site by the proposed use? Please include employees, customers, delivery trucks, etc. "Trip" means a one-direction movement that begins at the origin and ends at the destination per LCC 12.60.030: \_\_\_\_\_

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

\_\_\_\_\_

## Site Characteristics

Is this a pre-existing business?     Yes         No        If yes, when did it begin operation? \_\_\_\_\_

What type of commercial activity is proposed: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

On average, how many customers do you expect per day: \_\_\_\_\_

Will there be public assembly (church, event center, sports arena, etc.):     Yes         No

If yes, what type of public assembly is being proposed: \_\_\_\_\_

If yes, will the public assembly be within an enclosed building:     Yes         No

Explain: \_\_\_\_\_

\_\_\_\_\_

If the assembly is within an enclosed building, what is the occupancy load for the structures with proposed public assembly? \_\_\_\_\_

Total number of employees: \_\_\_\_\_ Total number of employees living on site: \_\_\_\_\_

	Existing	Proposed	Total
<b>Number of Buildings</b>			
<b>Gross Floor Area of all Buildings, all Floors</b>	Sq. ft.	Sq. ft.	Sq. ft.
<b>Total Impervious Area</b>	Sq. ft.	Sq. ft.	Sq. ft.

Please describe the size (in square feet) and use of each building (ex: living area, commercial space, storage, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will people stay overnight?  Yes  No

What type of overnight facility is being proposed (motel, group home, campground, residence for caretaker etc.): \_\_\_\_\_

Is their stay temporary or permanent? \_\_\_\_\_

How many people will be living/staying on site (# of rooms in a hotel, campground spaces in campgrounds, family members living in residence, etc.): \_\_\_\_\_

Will there be storage of hazardous, nonhazardous, or any other type of materials?  Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the provisions proposed to make the proposed development compatible with the appearance and character of the surrounding area? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the provisions proposed to safeguard the adjoining properties against any detrimental effects caused by the development? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PERMISSION TO ENTER

\_\_\_\_\_  
**Date**

Lewis County Community Development Department  
Lewis County Health & Social Services (Environmental Health)  
Lewis County Public Works Department  
2025 NE Kresky Avenue  
Chehalis, WA 98532

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1) \_\_\_\_\_; 2) \_\_\_\_\_; 3) \_\_\_\_\_;  
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:

\_\_\_\_\_; and \_\_\_\_\_;  
(site address/location) (tax parcel number)

By my signature below, permission is granted for representative(s) of the Community Development, Public Health Departments, and Public Works to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

**By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.**

Prior notification of the date of inspection(s) will take place is:

Not required       Required: - ( ) \_\_\_\_\_ - \_\_\_\_\_ (Must provide phone number where applicant/representative can be reached)

\_\_\_\_\_  
**Name as listed on Application**  
**(Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Mailing Address of Signatory (Street / P.O. Box)**

\_\_\_\_\_  
Name of individual signing this document  
(  Property Owner or  Authorized Agent )  
**(Please Print)**

\_\_\_\_\_  
**City, State, Zip**

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## ADEQUATE FACILITIES-FIRE

Date: \_\_\_\_\_

Fire District: \_\_\_\_\_

Dear Fire Commissioners or Fire Chief,

We are requesting a land use permit for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Located at \_\_\_\_\_

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

### Fire Commissioners or Fire Chief:

Adequate facilities mean: For residential or commercial buildings with a height of 35 feet and below, two stories or less, and 50,000 square feet or less, the local fire district has the equipment and personnel to serve the new facility without a change in the current level of service for similar facilities existing in the district. For industrial or commercial over 35 feet in height, the district has the equipment and personnel to serve the new facility consistent with the adopted standards of the district, including local fire codes. Fire Districts can provide or secure adequate emergency services to this location for the proposed project.

Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

No, we do not have the capacity to serve the proposed development

Please print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ADEQUATE FACILITIES-LAW ENFORCEMENT

Date: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_

Dear Sheriff or Police Chief,

We are requesting a land use permit for \_\_\_\_\_

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

Located at \_\_\_\_\_

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

### **Sheriff or Police Chief:**

Adequate facilities mean: The Law Enforcement Agency can provide adequate emergency services to the location of the proposed development.

- Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.
- No, we do not have the capacity to serve the proposed development.

Please print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ADEQUATE FACILITIES-REFUSE DISPOSAL

Date: \_\_\_\_\_

Disposal Company: \_\_\_\_\_

To whom may concern,

We are requesting a land use permit for \_\_\_\_\_

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

Located at \_\_\_\_\_

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

### **Disposal Company:**

Adequate facilities means: facilities are available where the project does not adversely affect the ability of the local and/or regional solid waste authorities from accomplishing the goals and objectives of the adopted county solid waste comprehensive plan. Adequacy includes pick up, transport, disposal, or transfer of solid waste.

Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

No, we do not have the capacity to serve the proposed development.

Please print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ADEQUATE FACILITIES-SCHOOLS

Date: \_\_\_\_\_

School District: \_\_\_\_\_

To whom may concern,

We are requesting a land use permit for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Located at \_\_\_\_\_  
which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity at the time of development.

Sincerely,

(Applicant)

### School District:

Adequate facilities mean: For residential uses, the school can reasonably accommodate the school population anticipated from the new development within existing facilities, together with state or federal funds expected as a result of growth or changes within the district. For commercial or industrial uses, the traffic or other impact to the school does not interfere with reasonable school operations or safety.

- Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed and the proposed project does not interfere with reasonable school operations or safety.
- No, we do not have the capacity to serve the proposed development or it interferes with reasonable school operations and/or safety.

Please print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_