



# Lewis County Community Development

125 NW Chehalis Ave, Chehalis, WA 98532  
Phone: (360) 740-1146 • [www.lewiscountywa.gov](http://www.lewiscountywa.gov)

## **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

Completed Site Plan

(with all the requirements on the Lewis County Community Development 'Site Plan Requirements' Handout)

Completed 'General Information' Application

Completed Permit Application for the associated permit

All additional information listed on application

SEPA

Application Fees

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

**For Official Use Only:**

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

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

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

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

# Lewis County Public Services

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## SITE PLAN REQUIREMENTS

**This checklist is intended to give a general idea of the information required for a site plan. 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. Any additional information which the applicant feels will assist in evaluating the proposal is encouraged. Minimum size is 8.5x11-Maximum size is 11x17**

STAFF APPLICANT

North arrow

Vicinity map with location and name of all roads surrounding the property

All property lines (if the parcel is large, provide a close up)

Setbacks from property lines for all proposed structures if an accurate scale is not provided

Location and identification of all existing and proposed structures with dimensions.

Examples including, but not limited to: houses, sheds, barns, fences, culverts, bridges, retaining walls, and decks

Distance from other structures if within 10 feet

Test holes, septic tanks, septic lines, drainfields, and reserve areas

Wells, well circles with a 100-foot radius, water lines, etc. and all utility easements

Distance between existing and proposed septic, wells, and buildings

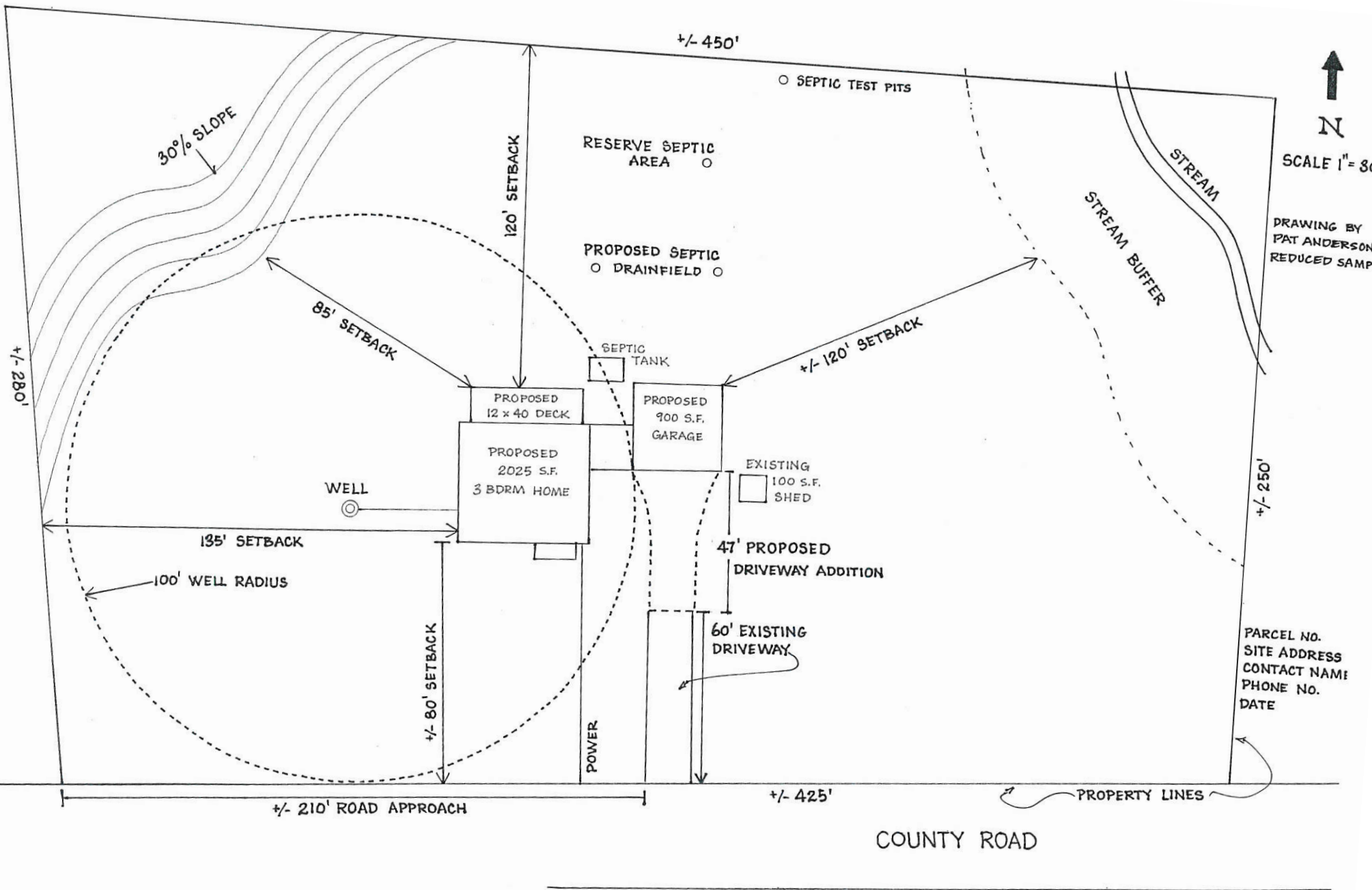
Location of all existing or proposed driveways and dimensions, easements, access roads etc. If there is an access easement, please provide a copy

Location and identification of any known critical areas on site. Examples including, but not limited to, wetlands, streams or other surface waters, steep slopes, etc.

Location of any known and proposed stormwater facilities

Location, depth, and extent of any clearing, grading and filling

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.



↑  
 N  
 SCALE 1" = 30'  
 DRAWING BY  
 PAT ANDERSON  
 REDUCED SAMPLE

PARCEL NO.  
 SITE ADDRESS  
 CONTACT NAME  
 PHONE NO.  
 DATE

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## GENERAL INFORMATION

### 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)

### Applicant Information:

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

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

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

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

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

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

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

### Acknowledgment

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 may result in denial or withdrawal of a permit or approval. By my signature below, permission is granted for representatives of the Community Development, Environmental Services, and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections or reviews.

Prior notification of the date of inspections will take place is:  Required  Not Required  
(\_\_\_\_\_) \_\_\_\_\_ (Must provide phone number where applicant/representative can be reached)

I/We certify that all plans, specifications and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and 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.

I certify that I have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval. I understand that any permits issued by Lewis County, consistent with the attached site plan, are valid ONLY if construction is in according to this plan and all other conditions of the permit are followed. 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  Authorized Agent

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## SPECIAL USE

**Fees:** The minimum fee for a new submittal is \$3,200. For an amendment or revision, the minimum fee is \$2,500. 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.
- A narrative of how your proposed project complies with the Lewis County Code sections 17.158 and LCC 17.142
- Additional materials may be required by an administrator depending on the specific project.

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

Detailed description of proposal (Attach additional sheets as necessary):

## 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? \_\_\_\_\_

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

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

Total number of employees: \_\_\_\_\_

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

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

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

Please provide a floor plan detailing the layout of activities proposed in enclosed building

	Existing	Proposed	Total
Number of Buildings			
Gross Floor Area of all Buildings, all Floors	Sq. ft.	Sq. ft.	Sq. ft.
Total Impervious Area	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?