



**CHELAN COUNTY INFORMATION MATERIALS
FOR A SHORELINE CONDITIONAL USE PERMIT
APPLICATION**

This packet is designed to assist you in preparing your application for a Shoreline Conditional Use Permit. Applications may be submitted to the Chelan County Community Development Department, 316 Washington St., Suite 301, Wenatchee, WA 98801, Monday through Friday between 8 a.m. and 5 p.m., except holidays.

Contact the Planning Division to determine land use zoning and setbacks. At the time of submittal the following information is required. If any of this information is not provided, we may be unable to take in your application.

- ❑ **A completed Shoreline Conditional Use Permit application form – this permit is required for any shoreline development that is an unlisted use within the Chelan County Shoreline Master Program.**
- ❑ **A JARPA (Joint Aquatic Resource Permits Application) form, completed and signed**
- ❑ **A SEPA – Environmental checklist, completed and signed**
- ❑ **Three drawings, to a scale no larger than 1" = 100 ft on 8 1/2" x 11" or 11" x 17" paper.**
 1. **Site plan – to include all structures existing on the property, as well as the proposed location of the new development.**
 2. **Cross section plan – this is a side view drawing and must show the water depth at the waterward end of the proposed development, as well as the complete distance from the Ordinary High Water Mark.**
 3. **Plan view – this must show all the dimensions of the proposed development.**
- ❑ **Review criteria answers – these are a requirement of the Shoreline Master Program and should be provided in narrative form.**
- ❑ **Mitigation proposal – a 1:1 ratio for project impacts is required**
- ❑ **Applicable non-refundable fees – in cash or check only**

NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

Upon receiving a complete application, a file will be setup. Within 28 days the applicant will receive a written Determination of Completeness. After issuing the Determination of Completeness, the Department will issue a Notice of Application and appropriate application materials will be routed to all agencies with jurisdiction. Each agency will have thirty (30) days to review the application materials and to provide the Planning Division with comments and/or suggested conditions needed in order to obtain their approval of the permit. A Notice of Application will be posted at the site by the applicant, published in the newspaper by the Department, and sent to surrounding property owners within 300 feet of the project. The public will also be given a thirty (30) day comment period. Upon the closing of the comment period, the Department will publish an Environmental Determination within a fifteen (15) day comment period.

An open record hearing date will be set before the Chelan County Hearing Examiner and the applicant and all parties of record will be notified of the date, time, and place of the hearing. Testimony both for and against the proposal will be taken and the applicant will be able to provide a rebuttal to all testimony presented. Upon closing the public hearing, the Hearing Examiner will then have ten working days to approve, approve with conditions, or deny the application. The Hearing Examiner decision can be appealed.

Any questions regarding this process should be directed to the Chelan County Community Development Department, (509) 667-6225. Our office hours are 8 a.m. to 5 p.m. Monday through Friday, except holidays.

JURISDICTIONS TO BE CONTACTED

Chelan County Planning Division

316 Washington St., Suite 301
Wenatchee, WA 98801
Phone: 509.667.6225 Fax: 509.667.6475
Web: www.co.chelan.wa.us

Washington State Department of Ecology

Attn: Gary Graff
15 W Yakima, Suite 200
Yakima, WA 98902
Phone: 509.454.4260 Fax: 509.575.2809
Web: www.ecy.wa.gov

Washington State Department of Fish & Wildlife

Attn: Constance Iten
P.O. Box 753
Omak, WA 98841
Phone: 509.826.3123
Web: wdfw.wa.gov

US Army Corps of Engineers

Attn: Debbie Knaub
PO Box 2829
Chelan, WA 98816
Phone: 509.682.7010 Fax: 509.682.7710
Web: www.usace.army.mil

Chelan County PUD

327 N Wenatchee Ave
Wenatchee, WA 98801
Phone: 509.663.8121 Fax: 509.661.8126
Web: www.chelanpud.org

Washington Department of Natural Resources

Attn: Cindy Preston
713 Bowers Road
Ellensburg, WA 98926
Phone: 509.933.3847, ext. 22
Web: www.dn.wa.gov

NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO SUBMIT APPLICATION MATERIALS TO OTHER REGULATORY AGENCIES AS MAY BE REQUIRED.

FOR DEPARTMENTAL USE ONLY

Date Received: _____	Date Stamp: _____
Received By: _____	
Received via US Mail: _____	
Accepted: _____	
Returned: _____	
Fees Paid: _____	
Receipt No: _____	

**SHORELINE CONDITIONAL USE PERMIT APPLICATION SUPPLEMENTAL
INFORMATION (Rev. 11/19/09)**

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a Determination of Completeness has been made pursuant to CCC 14.08.030, except variance, planned development, and rezone requests.

SECTION I: APPLICANT INFORMATION

1. If an amendment, relate to Application/File # _____

2. Identify Use or Activity for which the permit is requested: _____

3. **Applicant:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____

4. **Owner:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____

5. **Owner:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____

6. Please reference any other associated Chelan County permits in conjunction with this Shoreline Conditional Use Permit application: _____

SECTION II: PARCEL/SITE INFORMATION

* Please contact or come in to the Planning Division with an assessor's parcel number and map to determine this information.

7. Site Address: _____

8. Assessor's Parcel Number(s): _____

9. **Location:** Section: _____ Township: _____ Range: _____

Related Parcels: _____

10. Please give detailed driving directions to the site:

11. Legal Description (Attach legal description unless lot and block): Attach a copy of the **Assessor's Parcel Map**. _____

12. Zoning Designation: _____

13. * Comprehensive Plan Designation: _____

14. Are you located in an urban growth area? _____

15. What is the current use of the site? _____

16. Identify existing structures, improvements, and/or easements on site: _____

17. Is the site near an airport? _____

18. Is the site within a 100-year flood plain? _____

19. Are there wetlands, water bodies, rivers or streams on the site or within 200 feet of the site?
If yes, identify: _____

20. Are there any springs, seeps, ponds or wetlands on the site? _____

21. * What is the Shoreline Environment Designation? _____

22. Are there steep slopes on the site? _____

23. * Is the site in a Fish and Wildlife Habitat Conservation Area? _____

If so, which one? _____

24. Are there any known cultural or archeological resources on the site? _____
25. Will landfill be required? _____ If yes, Approximate cubic yards _____
26. Will excavation be required _____ If yes, approximate cubic yards _____
27. Are there drainage ways on site or within 1000 feet of the site? _____
28. Are there any geologically hazardous areas on the site or within 1000 feet of the site including the following:
 Snow avalanche areas _____
 Areas susceptible to erosion _____ Landslide hazardous areas _____
 Areas of Historic slope failure _____ Seismic hazard areas _____
29. Is the site located on an alluvial fan or within 1000 feet of any alluvial fan? _____
30. Are slopes on site in excess of 45 percent or is the site within 1000 feet of any area with a slope of forty five percent or steeper? _____
31. Identify the Fire District in which the property is located: _____
32. Identify the Irrigation District within the site is located: _____
33. Please describe adjacent land uses in all directions around the subject property:
 North: _____
 South: _____
 East: _____
 West: _____
34. Roads: Name of the road the property fronts _____
 (contact the Public Works department if you have any questions)
Identify type of Road:
 County Road Primitive County Road Private Road
 Driveway Forest Service Road State/US Highway
 Access Easement
- Width of existing road surface:** _____
 Type of existing road surface: Paved/two shot Asphalt Gravel Dirt
35. Lot Size and Dimensions: _____

SECTION III: UTILITIES

The site/proposal will be or is served by (please circle):

36. Water:

Well Private System Public System City System

Identify Provider: _____

Is site in a water district? _____ If yes, identify _____

37. Sanitation:

Septic Sewer System

Identify Provider: _____

38. Power:

Is electrical power available to the site? _____

If yes, identify provider: PUD REA

39. Natural Gas: Yes No Name of utility: _____

40. Irrigation: Yes No Name of Provider: _____

41. Private Irrigation Yes No

42. Number of water shares _____ Are water shares to be divided? _____

43. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

44. Has site preparation been started on the site? If so, explain to what extent. _____

45. If the proposal is commercial or industrial, what are the hours of operation? _____

46. Do you have any plans for future additions, expansions, or further activity related to or connected with the proposal? Explain. _____

47. Are there any other applications pending for governmental approvals for this or other proposals affecting the property covered by this proposal? _____ If yes, please list. _____

48. Please provide a development schedule with the approximated dates that you propose to commence and complete construction. _____

SECTION V: REVIEW CRITERIA

In addition to the requirements of the Chelan County Code, the following criteria from the Shoreline Master Program must be addressed. Please provide your answers in narrative form.

Section 29 Review Criteria

The following criteria shall be utilized in all reviews by the Administrative Authority and/or the Hearing Examiner when making decisions regarding the compliance of a proposed project with these Use Regulations.

Any proposed project reviewed by the local government shall be reviewed for compliance with these Use Regulations and other applicable ordinances or laws. Projects with associated shoreline wetlands shall be included within this review. The local government shall inform the proponent of the necessary procedures which must be undertaken.

Proposed projects which are exempt may be regulated by other sections of these Use Regulations.

29.3 Review Criteria for Conditional Use Permits

29.3.1 The purpose of a conditional use permit is to allow greater flexibility in administering these Use Regulations in a manner consistent with the policies of the Shoreline Management Act. In Authorizing a conditional use, special conditions may be attached to the permit by the Administrative Authority/Board of Adjustment or the department to prevent undesirable effects of the proposed use.

29.3.2 Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided the applicant can demonstrate all of the following:

- (a) How will the proposed use be consistent with the policies of the Shoreline Management Act and the policies of the master program?
- (b) How will the proposed use not interfere with the normal public use of public shorelines?
- (c) How will the proposed use of the site and the design of the project be compatible with other permitted uses within the area?
- (d) How will the proposed use cause no unreasonable adverse effects to the shoreline environment designation in which it is to be located?
- (e) How will the public interest suffer no substantial detrimental effect?

29.3.3 Other uses which are not classified or set forth in the applicable master program may be authorized as conditional uses provided that applicant can demonstrate, in addition to the criteria set forth in this section, that extraordinary circumstances preclude reasonable use of the property in a manner consistent with the use regulations of the master program. Is this the case for your property? And if so, how?

29.3.4 In the granting of all conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if

conditional use permits were granted for other developments in the area where similar circumstances exist, the total of the conditional uses should also remain consistent with the policies of the Shoreline Management Act and should not produce substantial adverse effects to the shoreline environment. How will your proposed project remain consistent with the policies of the Shoreline Management Act? How will your proposed project keep from producing substantial adverse effects to the shoreline environment?

29.4 Review Criteria for Shorelines of Statewide Significance

29.4.1 The Shoreline Management Act clearly establishes that Shorelines of Statewide Significance should receive additional attention and scrutiny (RCW 90.58.020, WAC 173-16-040) and should be utilized in accordance with the following principles:

- (a) How does the proposal recognize and protect the interest of all Washington State residents equally?
- (b) How does the proposal preserve the natural character of the shoreline?
- (c) How does the proposal consider results in long term over shore term benefits?
- (d) How does the proposal protect the resources and ecology of the shoreline?
- (e) Does the proposal increase public access to publically owned areas of the shoreline?
- (f) Does the proposal increase recreational opportunities for the public?

29.4.2 All permit applications for a proposed development along Shorelines of Statewide Significance must be shown to be consistent with the intent and spirit of the above-mentioned principles.

SECTION VI: AUTHORIZATION

I hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant Name: _____ Parcel # _____

Applicant Signature: _____ Date: _____

Note: If person other than property owner is the applicant, an ownership certificate must be signed, and notarized

SECTION VII: OWNERSHIP CERTIFICATION

IF A PERSON OTHER THAN THE PROPERTY OWNER IS SIGNING THIS APPLICATION, AN OWNERSHIP CERTIFICATION MUST ALSO BE SUBMITTED.

I, _____ here by certify that I am the major property owner, authorized agent, or officer of the corporation owning property described in the attached application and I have familiarized myself with the rules and regulations of Chelan County with respect to making this application and that the statements, answers and information contained therein are in all respects true and correct to the best of my knowledge and belief. Further, I posses full legal authority and rights necessary to exercise control over the subject property.

I certify or declare under penalty of perjury under the lows of the State of Washington that the foregoing is true and correct.

Address _____

City and State _____ Zip Code _____

Phone _____ Signature _____

Date _____ for _____

(Give corporation or company name)

At _____

(Here signator must state place of signing
which may be different than address.)

ACKNOWLEDGEMENT

State of Washington }
 }
Chelan County }

On this day personally appeared before me _____ to be known the individual described in and who executed within and foregoing instrument and acknowledge to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposed therein mentioned.

NOTARY PUBLIC in and for the
State of Washington
Residing in _____
Date: _____

SITE PLAN CHECKLIST

- Must be drawn to a standard engineering scale not to exceed 1" = 100'. Indicate the scale used. Must include North arrow.
- Boundaries (all property lines), dimensions, and area of lot/parcel (square feet or acreage).
- Land features such as top and bottom of slopes, direction of slope, ravines, location of wetlands, streams, lakes, rivers, ordinary high water mark of shoreline areas, fish and wildlife habitat.
- Location, size, and purpose of all existing structures (temporary or permanent) and proposed structures. Label each as existing or proposed.
- Locations, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc.
- Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.
- Distance between property lines and existing/proposed structures and distances between structures.
- Location and width of existing and proposed driveways/accesses serving each structure and any parking area.
- Width and name of roads bordering the property and indicate whether they are public or private.
- Indicate any and all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor's File number.
- Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines and any water body or wetland area.
- Indicate location of water lines, well, and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.

I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: _____ Parcel #: _____

Applicant Signature: _____ Date: _____