



CHELAN COUNTY INFORMATION AND PROCEDURES FOR A BINDING SITE PLAN APPLICATION

This packet is designed to assist you in preparing your application for a binding site plan application. Applications may be submitted to the Chelan County Planning Department, 411 Washington St., Wenatchee, WA 98801 between 8 a.m. and 5 p.m.

If the binding site plan will generate more than forty (40) average daily trips (ADT) a pre-application conference with County staff to discuss binding site plan requirements prior to preparing the application is required, if not, a pre-application conference is recommended. **Contact the Planning Department** to set a date and time and to determine if your parcel size, land use zoning and overall density will accommodate the number of lots you wish to create with your application.

Please provide the following information at the time of submittal. If any of this information is not provided we will not be able to process your application until the information is provided.

- A completed preliminary plat application form and applicable non-refundable fees. (Including Planning and Health District review and processing fees, and receipt number for Public Work's fees)**
- Assessor's Parcel Map**
- If on-site sewage systems are proposed, site evaluations are required for each proposed system location, prepared by a Professional engineer, qualified designer or soil scientist.**
- A completed environmental checklist signed and dated by the applicant or designated agent which includes the \$180.00 application fee.**
- Twelve (12) copies of the preliminary binding site plan showing the perimeter survey, only one copy needed, if on 8 ½ x 11 sheet.**
- Two (2) sets of road plans and profiles for all proposed roads and improvement specifications; and easements. Roads not dedicated to the public shall be clearly marked as such on the face of the binding site plan.**
- Any analysis or mitigation plans required through the application of Chelan County's Critical Areas Resolutions as now constituted or as they may be subsequently amended.**

- Any other items determined to be required in the pre-application meeting.

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

Upon receiving a complete application a file will be setup and the binding site plan will be routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with a list of comments and/or items that you must provide in order to obtain their approval of the preliminary plat. A notice of application will be posted at the site and published and sent to surrounding property owners within 300 feet of the action. There is a 14-day comment period for the Notice of Application. After the comment period has expired the threshold determination for the proposed binding site plan can be made. See the Environmental checklist for details on the determination process.

The administrator shall approve, conditionally approve, disapprove, or return for modification the application within ninety (90) days of the issuance of the determination of completeness.

Any questions regarding this process should be directed to the Chelan County Planning 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 Building and Planning Dept
411 Washington St., Wenatchee, WA 98801
(509) 667-6225

Chelan Count Public Works
350 Orondo St., Wenatchee, WA
667-6415

Chelan/Douglas Health District
200 Valley Mall Parkway, East Wenatchee, WA
PO Box 429, Wenatchee, WA 98807
(509) 886-6450

Chelan County Assessor
350 Orondo St., Wenatchee, WA
(509) 667-6365

Date Received: _____ Date Stamp: _____
Received by: _____
Received by US Mail: _____
Accepted: _____
Returned: _____
Fees Paid: _____
Receipt No: _____
PW Receipt No: _____



**CHELAN COUNTY
MAJOR SUBDIVISION APPLICATION
(Rev. 6/27/01)**

SECTION I: APPLICANT INFORMATION

1. If an amendment, relate to Application/File # _____
2. Identify Use or Activity for which the permit is requested: _____
3. Was there a pre-application conference? Yes No Name: _____
4. Project Name: _____
5. **Applicant:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
6. **Owner:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
7. **Owner:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
8. **Surveyor:** _____ License #: _____
 Address: _____ Phone: _____
 City & State: _____ Zip Code: _____
9. Detailed Description of Request: _____

SECTION II: PARCEL/SITE INFORMATION

10. Site Address: _____

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

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

Related Parcels: _____

13. Please give detailed driving directions to the site: _____

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

15. Zoning Designation: _____

16. * Comprehensive Plan Designation: _____

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

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

19. Identify existing structures and improvements on site: _____

20. Is the site near an airport? _____

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

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

23. * What is the Shoreline Environment Designation? _____

24. Are there steep slopes on the site? _____

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

26. Are there any known cultural or archeological resources on the site? _____

* Please contact or come to the planning department with an assessor's parcel number and map to determine these items.

27. Will landfill be required? _____ If yes, Approximate cubic yards _____

28. Will excavation be required _____ If yes, approximate cubic yards _____

29. Are there drainage ways on site or within 1000 feet of the site? _____

30. Are there any geologically hazardous areas on the site or within 1000 feet of the site including the following:

Avalanche areas _____

Areas susceptible to erosion _____ Landslide hazardous areas _____

Areas of Historic slope failure _____ Seismic hazard areas _____

31. Is the site located on an alluvial fan or within 1000 feet of any alluvial fan? _____

32. Are slopes on site in excess of 45 degrees or is the site within 1000 feet of any area with a slope of forty five percent or steeper? _____

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

34. What is the average grade of the site? _____

35. Identify the School District in which the property is located: _____

36. Identify the Fire District in which the property is located: _____

37. Identify the Irrigation District within the site is located: _____

38. Please describe adjacent land uses in all directions around the subject property:

North: _____

South: _____

East: _____

West: _____

39. Roads: Name of the road the property fronts on _____
(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

40. Lot Size and Dimensions: _____

41. If all or part of the property has been involved in a previous short subdivision, provide name and number. _____

SECTION III: UTILITIES

The site/proposal will be or is served by:

42. **Water:**
Well Private System Public System City System
Identify Provider: _____

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

43. **Sanitation:**
Septic Sewer System
Identify Provider: _____

44. **Power:**
Is electrical power available to the site? _____
If yes, identify provider: PUD REA

45. Phone: Yes No Name of utility: _____

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

47. Cable: Yes No Name of utility: _____

48. Irrigation: Yes No Name of Provider: _____

49. Private Irrigation Yes No

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

51. Garbage Service Yes No Name of Utility _____

52. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

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

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

55. What type of landscaping, fencing and buffering will be used to shield the proposed use from adjoining properties? _____

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

57. 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. _____

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

In order to be accepted for a Determination of Completeness, all land use permit applications must include a complete application, including an Assessor's parcel map, vicinity map that identifies the boundaries of the subject property and all properties within a one mile radius, a complete site plan, all applicable fees and applicable review criteria questions specific to each category of permit application.

SECTION V: 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: _____

(If applicant is other than owner, an ownership certification must be complete and signed)

SITE PLAN MAP REQUIREMENTS

- The boundaries of the section (or portion thereof) within which the plat lies.
- The boundary lines of the binding site plan and the lots within it including their distances.
- The locations and widths of all roads, easements, and important natural features and improvements within and bordering the binding site plan.
- The boundaries of all parcels dedicated or reserved for public or community uses.
- The location of all existing and proposed water distribution systems including their type and ownership and well radii if appropriate, sewage disposal systems, storm sewer systems, irrigation systems, and natural drainage system.
- The delineation of 100 year floodplains when present.
- Drawn to a standard engineering scale not to exceed 1" = 100'. Indicate the scale used. Must include north arrow.
- The delineation of all water bodies, wetlands and riparian areas within the proposed binding site plan and within two hundred (200) feet of the boundaries of the proposal.
- Zoning designation of the subject parcel and of adjacent parcels.

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: _____