



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

The Planning Department recommends, but does not require, a pre-application meeting for Conditional Use Permit applications. The pre-application meetings are scheduled appointments that offer an opportunity to find out potential challenges associated with your proposal, request information on a particular aspect of your proposal, or ask any questions you may have about the conditional use application requirements prior to submittal. No vesting rights are granted to the pre-application materials. If you choose to have a pre-application meeting please complete and submit a pre-application packet 15 days prior to the day you'd like to make the appointment. Contact the Department of Community Development for fee information or to receive the pre-application packet.

If you choose not to do the pre-application you will still need to do the formal submittal process for a conditional use permit. This formal process is referred to as an intake. Intake meetings are scheduled at the Department of Community Development every Tuesday, except holidays, in half-hour increments. When you're ready to schedule your intake please provide the Planning Department with the following information 5 business days prior to your desired appointment date:

1. The project's Assessor's Parcel Number;
2. A brief description of the proposal, including the method of water and sewer disposal and the type of conditional use that applies to your project;
3. The property owner's name;
4. Contact information (telephone/cell number and/or e-mail address);

The following are required at the time of intake for the conditional use permit. If any of this information is not provided we will be unable to process your application:

- A completed conditional use permit application form;
- Applicable non-refundable fees (such as Planning and Public Works fees);
- Vicinity Map;
- Complete Site Plan (a Site Plan Checklist is included) on 11" x 17" or 8 1/2" x 11" paper. If the proposal requires a larger site plan please supply twelve (12) copies;
- A complete Environmental Checklist signed and dated by the applicant or designated agent, which includes an application fee;
- A completed Aquifer Recharge Disclosure Form;
- A landscape plan, parking plan, wetlands delineation, habitat management plan, geo-technical report or traffic impact study, as may be required – check with the Planning Department.

NOTE: APPLICATION FEES ARE NON-REFUNDABLE; THERE ARE NO GUARANTEES THAT THE CONDITIONAL USE PERMIT WILL BE APPROVED.

After receipt of all required materials at an intake meeting, a determination of completeness will be issued within 28 days. Next, the Department will issue a notice of application and the appropriate application

materials will be routed to reviewing agencies. Each agency has the opportunity to review the materials and provide comments that may require additional materials and/or information. The notice of application will be posted on-site and sent to surrounding property owners pursuant to Chelan County Code Chapter 14.08. There is a 14-day comment period for the notice of application. Then, the threshold determination for the proposed conditional use permit can be made; see the Environmental Checklist for details on the determination process.

An open record hearing date is set before the Chelan County Hearing Examiner and the applicant is notified of the date, time, and place of the hearing. Testimony in support of and in opposition to the proposal will be heard and the applicant will be able to provide rebuttal to all testimony presented. The Hearing Examiner then has ten days to approve, approve with conditions, or deny the application.

Any questions regarding this process should be directed to the Chelan County Department of Community Development: (509) 667-6225 or at 316 Washington St. Suite 301, Wenatchee, WA 98801; 8 a.m. to 5 p.m. Monday - Friday, except holidays.

JURISDICTIONS TO BE CONTACTED

Chelan County Department of Community Development
316 Washington St. Suite 301, Wenatchee, WA 98801
(509) 667-6225

Chelan-Douglas Health District
200 Valley Mall Parkway, East Wenatchee, WA 98802
PO Box 429, Wenatchee, WA 98807
(509) 886-6450

Chelan County Public Works
316 Washington St. Suite 402, Wenatchee, WA 98801
(509) 667-6415

Chelan County Assessor
350 Orondo St., Wenatchee, WA 98801
(509) 667-6365

FOR DEPARTMENTAL USE ONLY

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

CHELAN COUNTY
CONDITIONAL USE PERMIT APPLICATION (Rev. 07/17/08)

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 meeting? 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. **Contractor:** _____ 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): _____

15. Zoning Designation: _____

16. * Comprehensive Plan Designation: _____

17. Are you located within 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 and 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? _____

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

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

* Please contact or come to the Planning Department with an Assessor's parcel number to determine this information.

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 percent 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 on this section)

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: _____

SECTION III: UTILITIES

The site/proposal will be or is served by:

41. Water:

Well Private System Public System City System

Identify Provider: _____

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

42. Sanitation:

Septic Sewer System

Identify Provider: _____

43. Power:

Is electrical power available to the site? _____

If yes, identify provider: PUD REA

44. Phone: Yes No Name of utility: _____

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

46. Cable: Yes No Name of utility: _____

47. Irrigation: Yes No Name of Provider: _____

48. Private Irrigation Yes No

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

50. Garbage Service Yes No Name of Utility _____

51. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

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

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

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

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

56. 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. _____

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

SECTION V: CONDITIONAL USE PERMIT CRITERIA

The applicant has the burden of proving that the proposed use meets the criteria set forth in Chelan County Code Chapter 11.93. A narrative is one possible way to present proof that the proposed use meets the criteria. A conditional use permit may be approved only if all of the following review criteria, any special criteria listed in this chapter related to the use and findings can be met regarding the proposal and are supported by the record:

1. All criteria required for a specified use by this chapter can be satisfied.
2. A finding can be made that the design standards of the zoning district within which the lot is located; critical area regulations; and all other applicable development regulations can be met.
3. Compatibility with the adjacent uses and the protection of the character of the surrounding area.
4. Detrimental impacts on the natural environment and productive use of surrounding natural resource lands can be mitigated or avoided.
5. No conditional use permit shall be issued without a written finding that:
 - a. After adequate opportunity for review and comment; all providers of water, sewage disposal, school, and fire/police protection serving the development have adequate capacity exists or arrangements have been made to provide adequate services for the development.
 - b. No county facilities will be reduced adopted levels of service as a result of the development.
6. The proposed use shall not result in undue adverse impacts effecting the public health, safety and welfare.
7. A finding shall be made that adequate provisions have been provided for roads, ingress and egress, stormwater, parking and loading, domestic and irrigation water, sanitary facilities, with the requirements of Title 11 and Title 15 Chelan County Code. Primitive or Forest Service roads shall not be considered appropriate access.
8. Noise, light, heat, steam, erosion, water quality, glare, odors, air pollution, smoke, wastes, dust, vibrations, electrical disturbance, physical hazards and related impacts on adjacent properties and the vicinity can be mitigated or avoided.
9. The granting of the proposed conditional use permit is compatible with the intent, goals, objectives and policies of the comprehensive plan, and any implementing regulation.
10. All conditions necessary to mitigate the impacts of the proposed use are conditions that are measurable and can be monitored and enforced.

- Please contact the Planning Department or reference Chelan County Code Chapter 11.93 for any other specific criteria related to the proposed use. *See Standards for Conditional Uses Section of the application.

In order to be accepted for a Determination of Completeness, all land use permit applications must include: a complete application, a 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, a complete environmental checklist, a complete aquifer recharge disclosure form, and the applicable conditional use permit criteria must be addressed.

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: _____

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

SECTION VI: OWNERSHIP CERTIFICATION

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

I, _____, hereby certify that I am the property owner of record and possess the full legal authority and rights necessary to exercise control over the property, described as Chelan County Tax Parcel No(s)._____.

I am authorizing _____, to act as my agent, on my behalf, for the purpose of _____.

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

Name: _____ Signature: _____

Date: _____ At: _____



ACKNOWLEDGEMENT

State of Washington)	
) ss	
County of Chelan)	

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

NOTARY PUBLIC in and for the State of Washington

Residing in:	_____
My Commission Expires:	_____
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. Include outdoor lighting and signage. Label each as existing or proposed.
- Existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- 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 buildings and distances between buildings.
- Location and width of existing and proposed driveways/accesses serving each structure and any parking area. Include drainage facilities such as drains, detention ponds, catch basins etc.
- 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: _____

STANDARDS FOR SELECTED CONDITIONAL USES

The following conditional uses have additional standards, pursuant to Chelan County Code 11.93 Conditional Use Permits. The specific standards can be requested from the Planning Department or referenced online at <http://www.codepublishing.com/wa/chelancounty.html>. The specific code sections are represented by the number on the left and the type of use is on the right:

- 11.93.125 AC district conditional uses.
- 11.93.130 Animal boarding facilities.
- 11.93.140 Churches/religious facilities.
- 11.93.150 Commercial feedlots.
- 11.93.155 Criteria applicable to accessory uses which support, promote, or sustain agricultural operations.
- 11.93.160 Daycare centers/preschools.
- 11.93.170 Guest inns.
- 11.93.180 High and low impact utilities.
- 11.93.190 High impact public facilities.
- 11.93.195 Home-based businesses.
- 11.93.200 Intensification of existing isolated nonresidential uses.
- 11.93.210 Intensification of existing small-scale recreational or tourist uses.
- 11.93.220 Inert waste landfills.
- 11.93.230 Junkyards/automobile wrecking yards/impound lots.
- 11.93.240 Mineral extraction, long-term.
- 11.93.250 Mineral extraction, short-term.
- 11.93.260 Mini-storage.
- 11.93.270 Mobile/manufactured home parks.
- 11.93.280 New development of isolated cottage industries.
- 11.93.290 New development of isolated small-scale business.
- 11.93.300 Off-site agricultural worker housing.
- 11.93.310 Permanent agricultural worker housing.
- 11.93.315 Places of public and private assembly.
- 11.93.320 Roadside stands/wineries/nursery/ value-added operation retail component of nursery greater than one thousand five hundred square feet.
- 11.93.330 Recreational vehicle parks/campground.
- 11.93.340 Remote industrial use.
- 11.93.350 Rock crushing, sorting and batching of concrete or asphalt.
- 11.93.360 Sanitary landfills.
- 11.93.370 Small-scale recreational or tourist use.
- 11.93.390 Short-term stockpiling of inert waste including concrete, asphalt, earth and rock.
- 11.93.400 Recycling of inert waste.
- 11.93.410 Duplex and multifamily dwelling units in RV zone districts.
- 11.93.420 Parking garage.
- 11.93.430 Stockpiling of sand, gravel, etc.
- 11.93.440 Dependent care housing.

CHELAN COUNTY AQUIFER RECHARGE AREA DISCLOSURE FORM

PROCEDURE

An applicant seeking to develop property which requires a development permit, shall submit with the permit application this certified statement, which lists each of the evaluation criteria and shall indicate whether the criteria “applies” or “does not apply” to the site or development. **Any application that fails to contain this statement or fails to indicate whether any one of the criteria applies or does not apply, shall be rejected and only accepted upon resubmission of the completed statement.** “Unknown” or similar responses will not be accepted.

If the development meets criteria A, B, C, or D or if the site or development meets any two of the remaining criteria, the Department will direct the applicant to determine the vulnerability rating for the development pursuant to Section 11.82.050 Aquifer Recharge Areas. If the development has a high or medium vulnerability rating, the development shall be subject to the performance standards of Section 11.82.060.

If an applicant’s statement asserts that the criteria do not apply to the development, the Department will accept the statement and proceed with the permitting process. Except, if the Department has or obtains information prior to the permit being finalized, which clearly establishes the applicant’s statement is incorrect. In which case, the applicant will be advised in writing of the inconsistent information and advised to either; (a) provide an amended statement adding the evaluation criteria as being applicable and determine the vulnerability rating of the development pursuant to Section 11.82.050, or (b) present sufficient countering information clearly establishing that the basis for the Department’s concern is incorrect. If the applicant selects to proceed under (b), upon receipt of the applicant’s information, the Department shall review the information and obtain whatever additional assistance may be required to resolve the issue. The final determination as to whether a determination of vulnerability is required shall be made by the Administrator.

Depending upon soil depths from the surface, the following soil series within Chelan County are considered to be highly permeable soils:

Ardenvoir: ArF, 27-43 inches (depth from surface), very gravelly sandy loam
Anatone: AkD, 5-14 inches (depth from surface), very gravelly silt loam
Beverly: Be, 17-24 inches (depth from surface), very gravelly sandy loam
Bf, 17-24 inches (depth from surface), very gravelly sandy loam
Bg, 0-10 inches (depth from surface), very gravelly loamy fine sand
Bg, 17-24 inches (depth from surface), very gravelly sandy loam
Brief: BrA, BrB, BrC, Brd, 26-60 inches (depth from surface), very gravelly sandy loam
BsD, 26-60 inches (depth from surface), very gravelly sandy loam
Chelan: CgB, CgC, CgD, CgE, 35-60 inches (depth from surface), very gravelly sandy loam
ChC, ChE, 35-60 inches (depth from surface), very gravelly sandy loam
CkD, CkE, 35-60 inches (depth from surface), very gravelly sandy loam
CIA, CIB, CIC, CID, CIE, 35-60 inches (depth from surface), very gravelly sandy loam
Jumpe: JmD, 10-60 inches (depth from surface), very stony silt loam
JnF, 0-60 inches (depth from surface), very stony silt loam
Loneridge: LoD, LoF, 0-10 inches (depth from surface), very stony loam; 10-16 inches (depth from surface), very gravelly clay loam
Malaga: MaA, MaC, 15-19 inches (depth from surface), very gravelly sandy loam
Peshastin: PhB, PhC, 18-60 inches (depth from surface), very cobbly silty clay loam
PID, PIE, 18-60 inches (depth from surface), very cobbly loam
Pogue: PsE, 0-17 inches (depth from surface), very stony fine sandy loam
Stemilt: StD, StE, 17-60 inches (depth from surface), very cobbly silty clay loam
Supplee: SuA, SuB, SuC, SuD, SuE, 0-6 inches (depth from surface), very fine sandy loam; 18-31 inches (depth from surface), very gravelly sandy loam
Thow: TgD, 10-60 inches (depth from surface), very gravelly sandy loam
ThE, 10-60 inches (depth from surface), very gravelly sandy loam
Tronsen: TrD, TrE, 8-60 inches (depth from surface), very gravelly clay loam

CHELAN COUNTY AQUIFER RECHARGE AREA DISCLOSURE FORM

APPLICANT AND ADDRESS

OWNER AND ADDRESS

Phone _____

Phone _____

Assessor's Parcel Number(s): _____

Section _____ Township _____ Range _____

Permit#: _____ Permit Type: _____

EVALUATION CRITERIA

The applicant is required to determine the vulnerability rating for **any development permit** not otherwise exempted, if the site or development meets criteria A, B, C, or D or meets two or more of the remaining criteria below:

On the lines provided, write the word "Applies" if the particular item applies to your project's location or if the item applies to your present or future development plan(s). If the item does not apply to your project's location or your present or future development plan(s), then write the words "Does not apply."

Do not leave any line blank or write in any other word(s). The County cannot accept a development application unless this Disclosure Form is complete. The County will return incomplete applications to the applicant.

Please write the word(s) "**Applies**" or "**Does Not Apply**" on the lines before each of the following statements:

_____ **A.** *Within a wellhead protection area designated under WAC 246-290;

_____ **B.** Within an aquifer recharge area mapped and identified by a qualified ground water scientist;

_____ **C.** The site will be utilized for hazardous substance, (as now or hereafter defined in RCW 70.105D.020 (7)), processing storage or handling in applications or quantities larger than is typical of household use;

_____ **D.** The site will be utilized for hazardous waste treatment and storage as set forth in RCW 70.105 Hazardous Waste Management, as now or hereafter amended;

_____ **E.** **The site contains highly permeable soils, which include soil types 1a, 1b, and 2a under WAC 246-272-11001, Table II;

_____ **F.** Within a sole source aquifer recharge area designated pursuant to the Federal Safe Drinking Water Act (**None currently designated in Chelan County**);

_____ **G.** Within an area established for special protection pursuant to a groundwater management program, RCW Chapters 90.44, 90.48, and 90.54

and WAC Chapters 173-100 and 173-200. **(None currently designated in Chelan County);**

_____ **H.** The development involves a proposed major or short subdivision and includes present or future plans to construct three or more dwelling units where the dwelling units will not be connected to a public sewer system and any of the lots are less than one (1) net acre in size;

_____ **I.** The proposed commercial and industrial site is not on a public water system and the main structure exceeds 4,000 square feet;

_____ **J.** The proposed use is as a commercial feedlot;

_____ **K.** The development is within 200 feet of the ordinary high water mark of a perennial river, stream, lake, or pond.

*Wellhead Protection Area: The surface and subsurface area surrounding a well or well field for a distance of 100 feet, supplying a public water system, through which contaminants are reasonably likely to move toward and reach such water well or well field.

**Highly Permeable Soils: Include soil types 1A, 1B, and 2A from Table II, Soil Textural Classification, WAC 246-272-11001. 1A: Very gravely coarse sands or coarser, all extremely gravely soils. 1B: Very gravely medium sand, very gravely fine sand, very gravely very fine sand, very gravely loamy sands. 2A: Coarse sands (also includes ASTM C-33 sand).

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

Name: _____ Signature: _____

Date: _____ At: _____



ACKNOWLEDGEMENT

State of Washington)
) ss
County of Chelan)

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

 NOTARY PUBLIC in and for the State of Washington

Residing in:	_____
My Commission Expires:	_____
Date:	_____