



CHELAN COUNTY INFORMATION AND PROCEDURES FOR A PRELIMINARY PLANNED DEVELOPMENT

This packet is designed to assist you in preparing your application for preliminary planned development review. Applications may be submitted to the Chelan County Department of Building/Fire Safety and Planning, 411 Washington St., Wenatchee, WA 98801 between 8 a.m. and 5 p.m. Monday through Friday, except holidays.

It is required that the applicant attends a pre-application conference with county staff to discuss preliminary review requirements prior to preparing the application. **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.

Note: The developer may request at the time of initial application that the preliminary and final plans be combined into one public hearing. The developer must supply the information for both plans at the time of initial submittal.

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 planned development application form**
- 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**
- Vicinity map**
- A completed environmental checklist signed and dated by the applicant or designated agent which includes the \$180.00 application fee.**
- Exterior design and/or elevation views for proposed structures.**
- Proposed ownership method for all common areas.**
- Proposed operation and maintenance of the development and landscaping including provisions to assure permanence and maintenance of common open spaces and landscaping.**

- ❑ **Proposed homeowners' association and/or protective covenants.**
- ❑ **A Traffic Impact Study.**
- ❑ **Other written or graphic information necessary for review in the evaluation of the proposal.**
- ❑ **Any other items determined to be required in the pre-application meeting.**

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

Upon receiving a complete application a file will be set up and the preliminary planned development materials 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 planned development. A notice of application will be posted at the site, published and sent to surrounding property owners within 300 feet of the action. A threshold determination will be made after a 14-day comment period for the notice of application. 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 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 rebuttal to all testimony presented. The Hearing Examiner then has ten days to approve, approve with conditions, or deny the preliminary planned development application.

Such preliminary approval or subsequent revision shall be binding as to the general intent and apportionment of land and building, stipulated use, and circulation patterns and shall not be construed to render inflexible the final design of the project.

Note: If the land or structures in a planned development district are intended to be leased, sold, or transferred into two or more lots, parcels, or tracts, such a division shall proceed in compliance with the provisions of the Chelan County Subdivision Resolution, Title 12 CCC and RCW 58.17. Any such preliminary plat may be considered simultaneously with the planned development.

Any questions regarding this process should be directed to the Chelan County Planning Department, (509) 664-5225. 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
(509) 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
PRELIMINARY PLANNED
DEVELOPMENT APPLICATION (Rev 6/01)**

SECTION I: APPLICANT INFORMATION

1. Identify Use or Activity for which the permit is requested: _____
2. Project Name: _____
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. **Surveyor:** _____ License #: _____
 Address: _____ Phone: _____
 City & State: _____ Zip Code: _____
7. Detailed Description of Request: _____

SECTION II: PARCEL/SITE INFORMATION

8. Site Address: _____

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

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

Related Parcels: _____

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

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

13. Zoning Designation: _____

14. * Comprehensive Plan Designation: _____

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

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

17. Identify existing structures and improvements on site: _____

18. Is the site near an airport? _____

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

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

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? _____

24. 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.

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:

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

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

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

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

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

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

North: _____

South: _____

East: _____

West: _____

37. 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

38. Lot Size and Dimensions: _____

SECTION III: UTILITIES

The site/proposal will be or is served by:

39. Water:

Well Private System Public System City System

Identify Provider: _____

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

40. Sanitation:

Septic Sewer System

Identify Provider: _____

41. Power:

Is electrical power available to the site? _____

If yes, identify provider: PUD REA

42. Phone: Yes No Name of utility: _____

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

44. Cable: Yes No Name of utility: _____

45. Irrigation: Yes No Name of Provider: _____

46. Private Irrigation Yes No

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

48. Garbage Service Yes No Name of Utility _____

49. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

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

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

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

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

54. 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. _____

55. 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)

SECTION VI: 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 laws 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: _____

PRELIMINARY PLANNED DEVELOPMENT SITE PLAN REQUIREMENTS

- The boundaries of the site
- The names and dimensions of all streets touching the site of the proposed development and all proposed public dedications
- The location and access points for all on-site parking facilities.
- The location of all major features such as railroads, drainage canals, shorelines and areas of a critical nature (including designated frequently flooded areas, geologically hazardous areas, aquifer recharge areas, fish and wildlife habitat conservation areas, and wetlands).
- Proposed locations and dimensions of all common open space.
- The total number of proposed lots (if applicable).
- A sketch of the general vicinity in which the proposed planned development lies and upon which are identified owners of land adjacent to the proposal.
- The zoning of the subject property and the zoning of adjacent properties.
- If the development is going to proceed by dividing the original proposed planned development into more than one phase, the probable boundaries of each phase shall be shown.
- The scale, date, north arrow, and area in acres of the proposed subdivision.
- Proposed distribution of all structures showing generalized building footprints.

I hereby certify that the information on this preliminary planned development map 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: _____