



CHELAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801
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***ELECTRONIC SUBMITTAL PROCESS
FOR PLANNING/LAND USE APPLICATIONS***

Community Development has formally implemented an Electronic Submittal Process for Planning and Land Use applications to assist customers with a more efficient-streamlined application process. It is important for the customer to read the instructions to ensure that the submittal may be reviewed in an efficient manner. Deficient or erred submissions will be returned to the customer via email.

All electronic submittals (PDF's) must be labeled accordingly and sent using the email link provided in this document; CD.plan.applications@co.chelan.wa.us

The customer will receive an email from the assigned Clerk/Planner that the application has been received. The email will also indicate if the submittal may be accepted, is in error, or whether additional information is needed. Acceptance of the application will be pending payment of required fees.

Electronic Submittal: PDF versions of plan applications, site plans and site plan checklists, drawings and other required documents applicable to the submittal.

Hybrid Submittal: PDF versions of the documents along with paper submittals of the plan application and or other required submittal documents, such as original signed and notarized forms.

Electronic Submittal (PDF) Requirements: All electronic materials must be clearly identified and submitted as a separate PDF document. Refer to the various checklists provided with each application type. All PDF documents must be uploaded and sent via single email and the subject line must state the proposed project (example); ***“Riverside Conditional Use Permit”*** or other applicable project name. Site plan and other graphics must contain dimensions/scale and not exceed 11” x 17” PDF page format.

Example PDF Document Names (as applicable):

- “Plan Application”
- “Narrative”
- “Survey”
- “Site Plan”
- “Existing Legal Descriptions”
- “Proposed Legal Descriptions”
- “Geo Hazard Assessment”
- “SEPA”
- “Water Availability Letter”
- “Sewer Availability Letter”
- “Review Criteria Responses”
- “Landscape Plan”
- “Circulation Plan”
- “Traffic Impact Study”
- “Parking Plan”
- “Archeological Report”