



**CHELAN COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
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### **General Information Meeting (GIM) Customer Packet**

The General Information Meeting, known as the GIM, is a service provided by Chelan County Community Development at **no cost to the customer**. This differs from the pre-application meeting referenced in Chelan County Code, Section 14.08.010. Those meetings are for projects near-ready for submission and for those, fees may apply.

The customer is encouraged to take full advantage of this service and read the entire contents of this packet prior to scheduling a GIM. Please provide as much detailed information as possible so that all of your questions can be answered as accurately as possible. A conceptual site plan and other documents are essential for staff to provide accurate comments during your meeting.

The GIM is the first step in assisting you with your proposed development. The meeting is structured so that most of your questions can be answered prior to moving into the design phase of your development and spending money unnecessarily. It is important for you to ask any applicable questions that will assist you with moving forward with your project. We have included a list of Frequently Asked Questions (FAQ's) for you to choose from and you may provide additional questions not addressed in the FAQ's. Staff will do their best to provide accurate answers to all of your questions during your meeting and are confident that you will find this service beneficial.

#### **Development Process:**

There are four primary components of the review process; Zoning, Public Works, Building and Fire review. Your specific project could have other components that require involvement of other entities as well, depending on its unique character or location. Your project may or may not involve all of these processes, but it is safe to assume it will. Chelan County will conduct a concurrent review for all four disciplines in order to help expedite your project; therefore, it is important for each component of your project to be as detailed as possible. The formal review process for each division will be articulated during your meeting with staff.

#### **Meet the Team:**

The GIM will be attended by County Staff that represents each review component. Other staff may be invited to attend depending on the uniqueness and or location of your proposed project, such as within a potential special flood hazard area.

- Permit Technician, facilitator of your meeting
- Planner, representing the Land Use component of your project

- Public Works, representing addressing, driveway and stormwater
- Chelan-Douglas County Health Dept. (CDHD) representing wastewater/well water
- Building, representing the building code component of your project
- Fire, representing the fire code component of your project

### **Site Plan Requirements and Supporting Documents for the GIM**

A Site Plan is an overhead view of the proposed development and its location and the following must be identified on the site plan:

- Parcel location, size, dimensions, and county road names abutting property
- Proposed building footprint(s), location(s) on the lot, distances between structures and to all property lines. Site plan must be submitted to an accurate scale
- Proposed structure(s) primary use and construction type
- Parking lot location, lighting, dimensions, ingress/egress/circulation paths
- Wet lands, water bodies, streams, shorelines, critical areas, steep slopes, easements, etc.
- Accessible parking location and dimensions, accessible approaches, and right-of-way connectivity
- Proposed infrastructure to site; electrical, gas, water, sewer, storm drains
- Existing structures, infrastructure (wells and septic) on site

The Site Plan does not have to be professionally designed at this point, however, we do ask that it be submitted on minimum 11" x 17" and contain an accurate scale. More detailed information included in your submission translates to more accurate information provided by staff.

#### **Land Use FAQ's:**

Is the proposed use allowed?

Will the proposed project require a Conditional Use Permit or other Land Use Permit?

Will SEPA be required?

How long does the review process take?

How much do the applicable permit(s) cost?

Will there be any impact or mitigation fees required?

How tall can my building be?

What are the required setbacks from property lines or critical areas associated with the project location?

What will the parking requirements be; how many spaces, parking surface, lighting, etc.?

What landscaping or screening requirements will be required?

### **Public Works/FAQ's:**

Will a Drainage Plan be required?  
Will NPDES/TESC be required?  
Do I have legal access from the County Road?  
Will there be any traffic impact analysis or fees required?  
Is there a WSDOT right-of-way involved?  
How do I get an address?  
What is the process to name the road?

### **Building and Fire FAQ's:**

How much do the applicable permit fees cost?  
How long does plan review take?  
Will I be required to install a fire sprinkler system?  
How much do applicable fire permits cost?  
Is there water supply at or near the proposed development site?  
Do I need a Fire Lane and or Fire Access Road?  
Where can my Fire Department Connection be located?  
Will I be required to install a Fire Alarm System or other life-safety system?  
How big can I build my building(s)?  
Will plumbing and mechanical permits and fees be required, if so, how much are they?  
What do I need to submit and does my project require design by a licensed professional?  
Do I need to provide both Male and Female ADA restrooms?

You may choose any of the FAQ's that you desire and add as many other questions that you think are relevant to your project. If any hazardous processes, hazardous materials storage, fueling operations, or other hazardous process is proposed please indicate the maximum quantities and types of hazardous materials proposed.

Please fill out the attached GIM Application, complete your site plan, compile your list of questions and other supporting documentation and email your GIM packet using the email link; [cd.build.applications@co.chelan.wa.us](mailto:cd.build.applications@co.chelan.wa.us)

General Information Meetings are held on Thursdays from 10am to 1pm (3 meetings maximum) via Zoom and the Permit Technician assigned to your project will send you the Zoom invite once the meeting has been scheduled. Meetings are scheduled on a first-come-first-serve basis so please be patient if your meeting is not scheduled within one week.

If you have any questions you can email using the email address provided or call Community Development at 509-667-6225.