



170 S. Oak – 99114

Office of Building and Planning
(509)684-5096 (509)684-5097
Fax (509)684-5030 www.colville.wa.us

Application fee \$100

GENERAL LAND USE APPLICATION

A General Land Use Application is **required** for all significant projects (with the exception of interior remodels and single family construction)

CITY USE:

File No. _____ Received by: _____ Date: _____

Type of Application: Type I _____ Type II _____ Approved: _____ Denied: _____

Conditions: _____

APPLICANT INFORMATION:

Property Owner: _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Applicant Name: _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

PROJECT & SITE INFORMATION (attach additional pages if necessary)

Project Description: _____

Site Location (address or cross street): _____

Assessor Tax Parcel Number(s): _____ Size of Site (Ac. or Sq. Ft.): _____

Existing Use of Site: _____ Zone District: _____

SITE PLAN: *(Please include North arrow, location of existing and proposed buildings, property lines and dimensions of property, distance of buildings from property lines (setbacks), and street locations, if applicable.)*

I affirm that all answers, statements and information submitted with this application are correct and accurate to the best of my knowledge.

Print Name
Property Owner

Signature
Property Owner

Date

GENERAL SUBMITTAL REQUIREMENTS:

- Contact the Building & Planning Dept. for a pre-application meeting
 - ❖ (509)684-5096 OR (509)684-5097
- A completed application form signed by the owner(s) of the subject property or by an authorized representative
- Application fee paid for
 - ❖ Fee is \$100 + \$100 per incomplete application/required site plan revision
 - ❖ Cash or check
 - ❖ Checks made payable to "City of Colville"
- Site plan (5 copies), including:
 - North arrow
 - location of adjacent streets, and street names
 - location of nearest fire hydrant
 - property boundaries
 - lot, building and feature dimensions(or drawing to scale)
 - location of existing and proposed buildings
 - location, dimensions and number of existing parking and location, dimensions and number of new required parking spaces for project per CMC 17.72. Include existing and required ADA handicapped spaces.
 - location of existing landscaping and proposed required landscaping/screening per CMC 17.64.100
 - location of critical areas (see CMC 17.52.020 for definition)
 - location of existing curbs & sidewalks & proposed required sidewalks per CMC 12.20
- Narrative describing the project, including justification supporting the proposed project
- Any required technical reports prepared by experts with demonstrated qualification in the area(s) of concern

PROCESS:

*expect 1-2 weeks for simple project review and 4-6 weeks for complicated project review

1. Applicant & City Staff pre-application meeting
2. Applicant submits application
3. Determination of application completeness/incompleteness
4. Staff review
5. Technical Review Committee review
6. Approval/Denial or Approval with Conditions