



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:**

Site Location (address or cross street): \_\_\_\_\_

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

Zone District: \_\_\_\_\_ Existing Use of Site: \_\_\_\_\_ Proposed Use of Site: \_\_\_\_\_

Type of Project (i.e. new residential construction, commercial addition, parking lot): \_\_\_\_\_

Total Sq. Ft of all on-site buildings (including proposed additions): \_\_\_\_\_

Total Sq. Ft. of proposed new construction/additions: \_\_\_\_\_

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
  - ❖ Submittal requirements to be clarified/reviewed
  
- A completed application form signed by the owner(s) of the subject property or by an authorized representative**
  
- Application fee paid**
  - ❖ Fee is \$100 (Possible additional \$100 fee per incomplete application/required site plan revision)
  - ❖ Cash or check (made payable to "City of Colville")
  
- Cover Letter/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 (i.e. wetlands specialist, landscape architect, engineer)**
  
- All plans require North arrow, property boundaries, location of adjacent streets, and street names**
  
- Site plan**
  - ❖ 5 copies 11 ½ x 17 (one page only – no full sets of construction drawings)
  - ❖ 5 copies minimum of 24x36 (one page only – no full sets of construction drawings) (folded to 8 1/2 x 11)
  - ❖ Site Plan to include:
    - Location of existing and proposed buildings
    - Location of existing and/or future Stormwater Facilities
    - Location of critical areas (see CMC 17.52.020 for definition)
    - Location of landscaped areas and fencing
    - Location of existing curbs & sidewalks & proposed required sidewalks per CMC 12.20
    - Location of nearest fire hydrant
    - Location of outdoor storage areas and required fencing per CMC 17.64.020 (c)
    - Lot, building and feature dimensions(or drawing to scale)
    - Location of all existing and/or future impervious surfaces and note indicating sq. ft. ratio of impervious/pervious on site
    - Location of parking areas
  
- Parking Plan**
  - ❖ 5 copies 11 ½ x 17 (one page only – no full sets of construction drawings)
  - ❖ 5 copies minimum of 24x36 (one page only – no full sets of construction drawings) (folded to 8 1/2 x 11)
  - ❖ Parking Plan to show parking code compliance per CMC 17.72 and include:
    - Location and dimensions of existing parking
    - Lot, building and feature dimensions (or drawing to scale)
    - Note on plan indicating the number of required parking spaces per CMC 17.72.090
    - Location and dimensions of new required parking (clearly notate what is existing and new parking)
    - Location and dimensions of required drive aisles per CMC 17.72.030(1)
    - Note on plan indicating the number of provided parking spaces
    - Location and dimensions of commercial loading areas per design requirements listed in CMC 17.72.100
    - Location and dimensions of all parking lot design requirements listed in CMC 17.72.030
    - Location of required parking lot landscaping areas
  
- Landscaping and Screening Plan**
  - ❖ 5 copies 11 ½ x 17 (one page only – no full sets of construction drawings)
  - ❖ 5 copies minimum of 24x36 (one page only – no full sets of construction drawings) (folded to 8 1/2 x 11)
  - ❖ Landscape Plan to show compliance with required landscaping/screening per CMC 17.64.100 and include (to be stamped by a landscape architect or other suitable professional):
    - Location of required parking lot landscaping areas per CMC 17.64.100 (C)
    - Lot, building and feature dimensions (or drawing to scale)
    - Location of required site obscuring fencing/berm (required adjacent to residential)
    - Location and dimensions of required perimeter landscaping areas per 17.64.100 (B)
    - A planting list indicating the types of trees and shrubs
    - Notes on the plans indicating how the plantings will be maintained (irrigation may be required if plantings unsuitable)

# General Land Use Application Process

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

DATES COMPLETED

1. Applicant & City Staff pre-application meeting \_\_\_\_\_
  - ❖ Requirements explained/Questions answered
2. Applicant submits application – Pays fee \_\_\_\_\_
  - ❖ Initial review for completeness
3. Formal determination of application completeness/incompleteness \_\_\_\_\_
4. Staff review and initial comments \_\_\_\_\_
5. Technical Review Committee review \_\_\_\_\_
  - ❖ Final comments issued
6. Approval/Denial or Approval with Conditions \_\_\_\_\_
7. Applicant may apply for Building Permit (if needed) \_\_\_\_\_