

Town of Waterville
P.O. Box 580
Waterville, WA 98858
509-745-8871 / fax: 509-745-8782

LAND USE PERMIT APPLICATION



Date _____

Application No. _____

Amount Paid: _____

G/R: _____

Rec'd by: _____

TYPE OF PERMIT			
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Short Plat	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Binding Site Plan
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Final Short Plat	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Binding Site Plan
<input type="checkbox"/> Plat Amendment	<input type="checkbox"/> Short Plat Amend.	<input type="checkbox"/> PUD	<input type="checkbox"/> Comp Plan Amend/Rezone

1. APPLICANT

MAILING ADDRESS _____

DAY PHONE NO. _____ FAX NO. _____

Complete #2 if an agent is acting for the applicant during the permit process

2. AUTHORIZED AGENT

MAILING ADDRESS _____

DAY PHONE NO. _____ FAX NO. _____

ONLY THE AGENT WILL RECEIVE ALL CORRESPONDENCE AND NOTICES REGARDING THIS APPLICATION

3. RELATIONSHIP OF APPLICANT TO PROPERTY

Owner Purchaser Lessee Other _____

NAME, ADDRESS AND PHONE NO. OF PROPERTY OWNER(S), IF OTHER THAN APPLICANT: _____

4. LOCATION (STREET ADDRESS), WHERE PROPOSED ACTIVITY EXISTS OR WILL OCCUR

TAX PARCEL # (s) _____

LEGAL DESCRIPTION (ATTACHED IF NECESSARY)

SITE PLAN CHECKLIST

- Must be drawn to a standard engineering scale. Indicate the scale used.
- Must include North arrow.
- Boundaries (all property lines), dimensions, and area of lot/parcel (square feet or acreage).
- Land features such as top and bottom of slopes, direction of slope, ravines, location of wetlands, streams, lakes, rivers, ordinary high water mark of shoreline areas, fish and wildlife habitat.
- Location, size, and purpose of all existing structures (temporary or permanent) and proposed structures. Label each as existing or proposed.
- Existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- Locations, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc.
- Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.
- Distance between property lines and existing/proposed buildings and distances between buildings.
- Location and width of existing and proposed driveways/accesses serving each structure and any parking area. Include drainage facilities such as drains, detention ponds, catch basins etc.
- Name of roads bordering the property and indicate whether they are public or private.
- Indicate any and all easements (access, utility, drainage, etc.) on the property including their width.

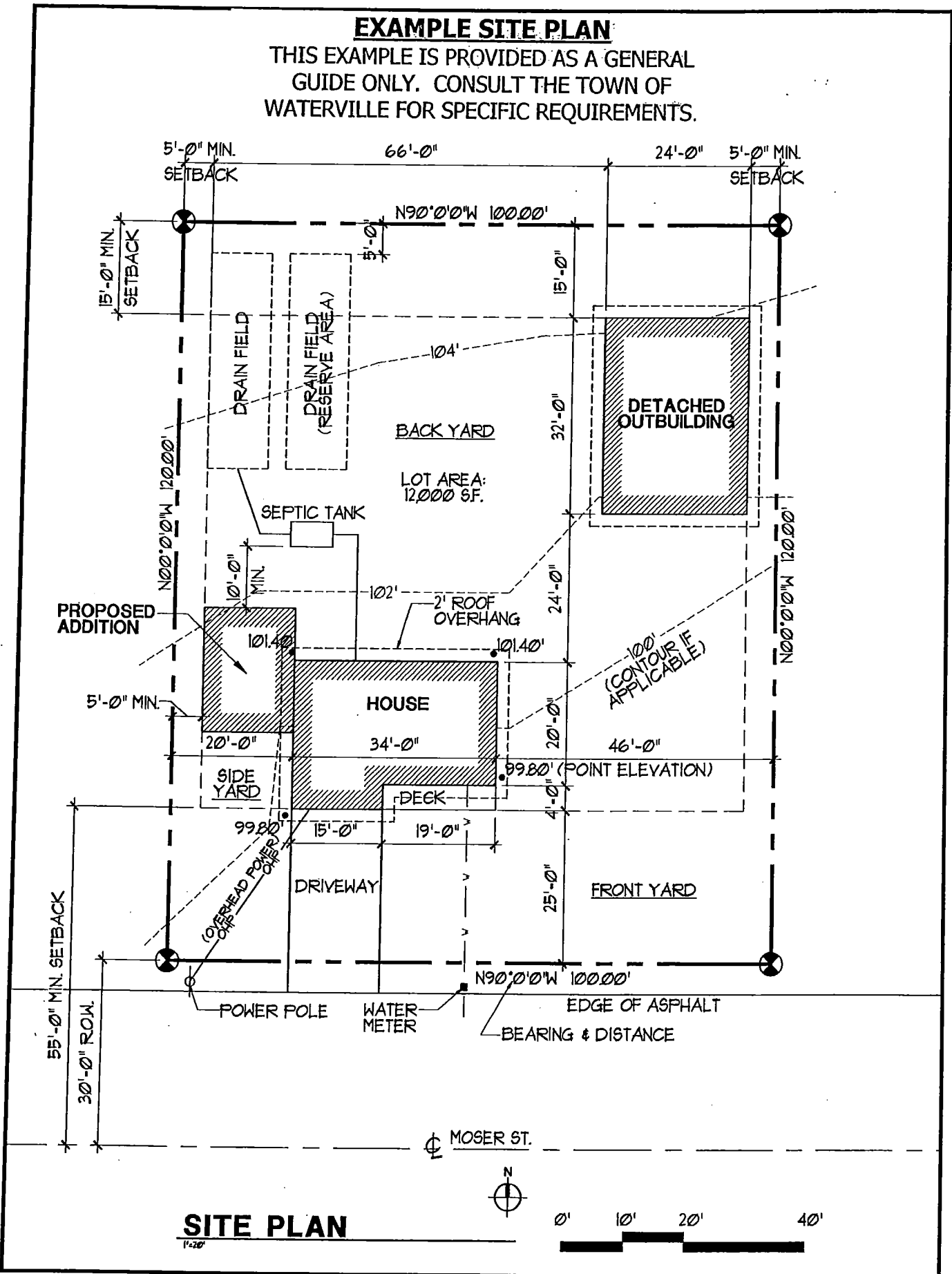
I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: _____

Applicant Signature: _____ Date: _____

EXAMPLE SITE PLAN

THIS EXAMPLE IS PROVIDED AS A GENERAL GUIDE ONLY. CONSULT THE TOWN OF WATERVILLE FOR SPECIFIC REQUIREMENTS.



SITE PLAN

1" = 20'

⊕ MOSER ST.



0' 10' 20' 40'



**Chapter 3.99
FEE SCHEDULE¹**

Sections:

3.99.010 Fees established.

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The following fees shall be paid to the town clerk by the applicant for the following land use applications:

Application	Fee
Rezone/Planned Development/ Master Site Plan – Residential	
0 – 5 Lots	\$300
6 – 10 Lots	\$400
Over 10 Lots	\$500
Planned Development/Master Site Plan	\$450 + \$25/lot
Master Planned Resort	\$500 + expenses
Major Subdivision (Preliminary Plat)	\$450 + \$25/lot
Short Subdivision	\$200 + \$35/lot
Amend Short Subdivision (Add Lots)	\$200 + \$35/lot
Final Review	\$30/lot
Binding Site Plan	\$350 + \$35/lot
Amend Binding Site Plan (Add Lots)	\$100 + \$35/lot
Final Review	\$30/lot
Major Subdivision/Short Subdivision/Binding Site Plan Extension	1/2 of original fee
Subdivision Variance	\$200
Amend/Alter Plat (Administrative)	\$200 + \$35/lot
Amend/Alter Plat (Add for Public Hearing)	150
Final Review	\$30/lot
Full Administrative Review (Title 14) (Ag to Ag Transfers; Farmstead Division; Multifamily, Commercial, Industrial Building Project Review)	\$100
Limited Administrative Review	

(Title 14)

Projects Up to \$10,000 Value	\$100 (applied to permit fees)
Projects \$10,000 or More Value	Same
Conditional Use Permits	\$250
Home Occupations	\$75
Variance	\$300
Comprehensive Plan Amendments	
Text	\$500
Land Use Designation	Same as rezone fees
Urban Growth Boundary	\$250 + expenses (max \$5,000)
Appeals	\$200
SEPA Checklist	
With Published Notice	\$125
Without Published Notice	\$100
Environmental Impact Statement	\$500 + expenses (max \$10,000)
Mitigated DNS, Expanded Checklist	\$250 + expenses (max \$10,000)
Rehearing Fee	\$100
Construction Inspection	Actual expenses (UBC)
Driveway Permits	0
Manufactured Housing Title Elimination	0

Recoupment of Professional Fees

At the town's discretion, outside professional assistance including, but not limited to, engineering, planning, hearing examiner, and legal services, may be utilized to review and administer land use applications, the cost of which will be borne by the applicant, if the costs are over and beyond the application fee. When the town determines that these outside professional assistance costs will exceed the application fees, it may notify the applicant in the letter of complete application that additional professional assistance fees are likely. If requested to do so, the applicant shall place a deposit with the town in an amount determined appropriate by the town, but not less than \$2,000, prior to any necessary public hearing being scheduled. The town will draw on this deposit when costs accrued exceed the application fee, and at no time shall the balance of the deposit be less than \$1,000. If the balance is less than the minimum balance, the applicant shall reimburse the account to the minimum

balance within 30 days of notice given by the town, or the processing of the permit shall cease until such time as the required deposit is received from the applicant. Final approval of a development permit application shall not be considered where there are outstanding fees and costs remaining to be paid by the applicant. Upon final approval, the town shall return any remaining deposit to the applicant. For applications requesting approval of a major subdivision, upon receiving preliminary approval from the town, the deposit account shall be increased, where necessary, to reach an amount that is equal to five percent of the total estimated construction costs as approved by the town engineer, the balance of which shall not drop below \$2,000. Final approval of the application for subdivision shall not be considered until such time as any and all outstanding fees and costs are paid in full.

All fees shall be paid upon application to the town clerk. All fees are nonrefundable regardless of the outcome of the application with the exception of the building permit fee in excess of the nonrefundable portion in the sum of \$100.00. (Ord. 608, 2001; Ord. 547, 1996).

¹
For building permit fees, see WMC 15.04.030.

This page of the Waterville Municipal Code is current through Ordinance 702, passed December 15, 2008.

Disclaimer: The Clerk Treasurer's Office has the official version of the Waterville Municipal Code. Users should contact the Clerk Treasurer's Office for ordinances passed subsequent to the ordinance cited above.

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