

CITY OF OROVILLE
LAND USE PERMIT APPLICATION COVER SHEET QUESTIONNAIRE

PROJECT TITLE: _____ FILE ID #: _____

This application is for (check all that are relevant):

- | | |
|----------------------------|-------------------------------------|
| _____ Long Plat | _____ Zoning Conditional Use Permit |
| _____ Long Plat Alteration | _____ Zoning Variance |
| _____ Short Plat | _____ Zoning Text Amendment |
| _____ Planned Development | _____ Zoning Map Amendment |
- ALSO USE JARPA APPLICATION FOR FLOODPLAIN AND SHORELINE PROPOSALS

APPLICATION FEES: _____ RECEIPT #: _____

DATE OF APPLICATION: _____ BY: _____

APPLICANT: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

ENGINEER / SURVEYOR OF RECORD: _____

Firm Name: _____ Phone: _____

Mailing Address: _____

OWNER OF PROPERTY: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

GENERAL PROJECT INFORMATION:

This application is made pursuant to the following ordinance sections: _____

Description of the proposal: _____

Description of the existing use(s) of the property: _____

Description of the proposed use(s) of the property: _____

Street address of the site: _____

Legal description of the subject property: _____

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Current land use designation for the subject property:

Zoning District: _____
Comprehensive Plan: _____
Flood Plain Zone: _____
Shoreline Environment: _____

Are there existing relevant permits or approvals held to the subject property? If yes, state the permit number and issuing agency: _____

Will the proposal effect the access to the property? If yes, please describe: _____

Will the proposal require work within an existing public right-of-way? If yes, please describe: _____

Will the proposal require additions or changes to the water and/or sewer services? If yes, please describe: _____

Water service is provided by: _____
(If water service is not provided by the City, please attach evidence of adequate water supply as required by RCW 19.27.097)

Sanitary sewer service is provided by: _____

Storm sewer service is provided by: _____

If the water and/or sewer service is new or the use is expanding or changing,
please request a copy of the water and sewer system development fee / E.R.U. schedule.
(Ordinance #553 & #554).

Is the property served by an irrigation district? If yes, note the name of the servicing district and describe any effect the proposal will have on the service: _____

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PLEASE INCLUDE: SUBJECT PERMIT APPLICATION, REQUIRED LEGIBLE PLANS AND SPECIFICATIONS, RELATED SEPA DOCUMENTS, LIST OF ADJACENT LANDOWNERS AND APPLICATION FEES.

I hereby apply for the above noted permit(s). By signing below, I hereby certify that I am the above applicant and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge, with the understanding that inaccurate, incomplete and/or false information may cause delays and/or provide cause to void this application and any subsequent approvals. Further, I understand that in addition to the filing fees, I am responsible for reimbursement to the City for all costs incurred in processing this application, these costs may include, but are not limited to: postage, publishing, copies, peer review and special consultant review and inspection.

Applicant's Signature Date

AFFIDAVIT AND CONSENT OF OWNER

I (We) the owners of the property affected by this application do hereby swear/affirm under penalty of perjury that I (We) am (are) of exclusive ownership and this application has been submitted with my (our) consent.

Property Owner's Signature Date

(Attach additional affidavits as needed)

ACKNOWLEDGMENT

This is to certify that on the ____ day of _____, _____ before me

did personally appear, to me known to be the Person(s) who executed the
foregoing affidavit and consent and signed the same. WITNESS my hand and
official seal the day and year last above written.

_____, Notary public in and for the State of
_____, residing at _____.

<p><u>CITY USE ONLY:</u></p> <p>Is the proposal categorically exempt from a threshold determination in accordance with the State Environmental Policy Act? If yes, state the basis of exemption: _____</p> <p>_____</p> <p>_____</p>

City of Oroville Planned Development Information Packet

The Planned Development permit procedure is a simple process that begins by contacting the City Clerk's office. What you will need:

For preliminary approval, the map required may be presented in a conceptual form which presents the general detail of the project; provided, however, that before final approval can be received, a map must be prepared that conforms to the requirements of this section.

1. **Written Description Required.** Each application shall include a written narrative explaining general concept and intent for the usage of land within the planned development, how the design is consistent with the comprehensive planning goals and any other pertinent information not readily identifiable in map form.
2. **Map Required.** A legible, accurately drawn map that has a scale of not less than two hundred feet to the inch shall be required. The map shall contain at least the following information:
 - Boundaries of the site;
 - Names and dimensions of all streets bounding or touching the site;
 - The proposed locations and dimensions of all open space;
 - Proposed public dedications;
 - Location and design of off-street parking facilities showing points of ingress to and egress from the site;
 - The location, direction and bearing of any major physiographic features such as railroads, drainage canals, streams and other shorelines; and
 - Existing topographic contours at intervals of not less than five feet together with any proposed plans for grading, drainage and landscaping.

Should such plans be for a residential planned development, the requirements of a preliminary plan as described in the city's platting regulations shall be required in addition to the above information.

APPLICATION FORM:

All written material must be placed on the planned development permit application form. The property owner(s) name(s), applicant(s) name(s) and agent, if applicable, addresses and phone numbers are required. A brief description of the planned development permit request and the address where it will occur also needs to be included.

LEGIBLE, SCALED DRAWING:

A legible, scaled drawing of the property parcel and improvements upon the property must be submitted. The drawing should show current improvements as well as the area for which the planned development permit is being requested. Setback dimensions from all property lines to buildings must also be included, along with the property dimensions and abutting streets.

LEGAL DESCRIPTION:

The legal description for the property must also be included in the application materials. Legal descriptions of property parcels are generally available to the public from the Okanogan County Assessor's Office.

FILING FEE:

At the time of application submittal, a non-refundable fee must be paid to the City of Oroville; a base fee of \$300.00 (single) or \$350.00 (mixed use) plus \$50.00 per dwelling/commercial unit. If you are writing a check, make payment to the City of Oroville. ***ALL APPLICANTS SHALL ADDITIONALLY PAY TO THE CITY THE ACTUAL COSTS INCURRED RELATING TO SEPA COMPLIANCE BEYOND THE THRESHOLD DETERMINATION.***

PROCEDURE:

A pre-application meeting with staff can help explain the process if you have any questions.

The planned development permit procedure begins when a completed application has been filed with the City Clerk's office. Upon receipt of an application, the Planning Agency Clerk shall forward the application to the administrator who shall, within 28 calendar days after actual receipt of a project permit application, mail or personally provide a written determination to the applicant which states either the application is complete or the application is incomplete and what is necessary to make the application complete.

Within 14 days of issuance of a determination of completeness, a notice of application shall be issued for the application submitted. The notice of application shall be provided to the public, property owners within 200 feet of the proposed action, Planning Agency Staff and all City department directors at least 14 days prior to the public hearing.

A LIST OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 200 FEET OF THE PROPOSED ACTION MUST BE SUBMITTED BY THE APPLICANT; THIS INFORMATION MAY BE FOUND AT THE OKANOGAN COUNTY ASSESSOR'S OFFICE.

The applicant or agent is encouraged to be present at the public hearing.

The planning Commission shall review applications for planned development permits and develop recommendations for City Council action.

The planning commission shall cause written notification of its action to be forwarded to the council and a copy mailed to the applicant(s) or petitioner(s) within seven days after such recommendation for the City Council is developed. The City Council shall also cause such notification to be mailed within ten days giving notification of its final decision on the proposal.

If you disagree with the council's decision, you may appeal the decision to the Okanogan County Superior Court in accordance with Oroville Municipal Code Section 17.112.030.

PLANNED DEVELOPMENT SUPPLEMENTAL QUESTIONNAIRE

PROJECT TITLE: _____ FILE ID #: _____

The purpose of this questionnaire is for the applicant to abbreviate specific attributes of their proposal. The information as required by Section 17.88 of the Oroville Municipal code shall be included in support documentation, but is also to be included here for clarity.

SINGLE USE / MIXED USE

1. Identify the specific use(s) that require the issuance of a planned development permit: _____

2. Identify all existing and proposed activities and uses of the subject property: _____

3. Provide a written narrative explaining general concept and intent of the usage of land within the planned development. Include ownership, structuring and phasing in description:

4. Identify how the proposed use is consistent with the purpose and intent of the subject zoning district: _____

5. Identify how the proposed project advances and is consistent with the goals, policies and objectives of the City's Comprehensive Plan: _____

6. Identify in general what considerations have been given to the soils and surface geology with respect to heave potential, differential settling and slippage: _____

PLANNED DEVELOPMENT SUPPLEMENTAL QUESTIONNAIRE
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PROJECT TITLE: _____ FILE ID #: _____

7. Identify in general the effects of the proposal on the existing drainage pattern of the project site: _____

8. Provide evidence that there exists, or soon will exist, sufficient demand for utility extensions in the area of the project site: _____

9. Describe the traffic generated by the proposal, the traffic effect on the existing adjacent roadways physical condition or level of service and safety: _____

Attach a project site plan and conceptual facility layout as required by Section 17.88 of the Oroville Municipal Code.

City of Oroville Zoning Variance Information Packet

The purpose of a variance is to provide a process and criteria to allow the City Council to waive the bulk, setback and/or density requirements of the Zoning Code under certain circumstances.

The variance procedure is a simple process that begins by contacting the City Clerk's office. What you will need:

1. Variance application form.
2. Legible, scaled drawing of property with existing buildings and proposed new construction. Dimensions of all setback areas and specific dimensions for the variance requested, when applicable.
3. Legal description of property.
4. \$300.00 non-refundable fee.

PRE-APPLICATION CONFERENCE:

Applicants are encouraged to request and attend a pre-application conference. The purpose of the pre-application conference is to acquaint the applicant with the requirements of the Oroville Municipal Code and project review procedures and for City staff to become acquainted with the proposed application for the purposes of determining appropriate review procedures and facilitating the application and project review process. (see 17.100.020)

APPLICATION FORM:

All written material must be placed on the variance application form. The property owner(s) name(s), applicant(s) name(s) and agent, if applicable, addresses and phone numbers are required. A brief description of the variance request and the address where it will occur also needs to be included. (see 17.100.030)

The City Council shall hold public hearings and decide on all applications for variances from the terms of the zoning ordinance after consideration and recommendation by the Planning Commission, provided that no variance shall be granted unless the City Council finds that each of the following criteria are met, or may be met as a result of conditioning the permit:

1. The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located. If the requested variance does not somehow compensate for a deprived right or privilege as provided in subsection (2) below, the variance would constitute a special privilege.
2. The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located. An example of such circumstances may be that a lot was established in a subdivision of which a portion may be unbuildable because of steep slopes; or, an adjacent property has a non-conforming side yard setback, in which case a fence taller than the

allowable height or a setback on another portion of the property may need to be varied to allow the applicant the privacy or buildable space commensurate to that enjoyed by other lot owners in the district.

3. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located. For instance, a building proposed to be taller than the allowable height may block views or natural light to adjacent buildings; or increasing the allowable lot coverage may contribute to runoff from storm events. Cumulative impacts shall be considered.
4. Economic benefit shall not be considered grounds for granting a variance. For example, if the applicant asserts that the variance is necessary to enhance the value of a building for resale value, or increase the City's tax base; this information shall not be used to qualify the variance.
5. That the hardship asserted by the applicant is not the result of the applicant's or owner's action. For instance, in a case where an addition is made to a building where the applicant did not comply with the required setback, the fact that the addition would have to be demolished shall not be considered a hardship. Another example may be that an applicant ordered a manufactured home that does not meet setbacks or minimum lot size; in which case, the applicant caused the hardship. An exception to this may be in the case that the applicant can provide evidence that the availability of manufactured home sizes is severely limited, or, a protrusion a particular manufactured home makes a minor penetration of the setback or height area which is a characteristic over which the applicant may have little control.

LEGIBLE, SCALED DRAWING:

A legible, scaled drawing of the property parcel and improvements upon the property must be submitted. The drawing should show current improvements as well as the area for which the variance is being requested. Setback dimensions from all property lines to buildings must also be included, along with the property dimensions and abutting streets.

LEGAL DESCRIPTION:

The legal description for the property must also be included in the application materials. Legal descriptions of property parcels are generally available to the public from the Okanogan County Assessor's Office.

FILING FEE:

At the time of application submittal, a \$300.00 non-refundable fee must be paid to the City of Oroville. If you are writing a check, make payment to the City of Oroville.

PROCEDURE:

A pre-application meeting with staff can help explain the process if you have any questions.

The variance procedure begins when a completed application has been filed with the City Clerk's office. Upon receipt of an application, the Planning Agency Clerk shall forward the application to the administrator who shall, within 28 calendar days after actual receipt of a project permit application, mail or personally provide a written

determination to the applicant which states either the application is complete or the application is incomplete and what is necessary to make the application complete.

Within 14 days of issuance of a determination of completeness, a notice of application shall be issued for the application submitted. The notice of application shall be provided to the public, property owners within 200 feet of the proposed action, Planning Agency Staff and all City department directors at least 14 days prior to the public hearing.

A LIST OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 200 FEET OF THE PROPOSED ACTION MUST BE SUBMITTED BY THE APPLICANT; THIS INFORMATION MAY BE FOUND AT THE OKANOGAN COUNTY ASSESSOR'S OFFICE.

The applicant or agent is encouraged to be present at the public hearing.

The planning commission shall review applications for variances and develop recommendations for City Council action. The planning commission shall cause written notification of its action to be forwarded to the council and a copy mailed to the applicant(s) or petitioner(s) within seven days after a recommendation for the City Council is developed. The City Council shall also cause such notification to be mailed within ten days giving notification of its final decision on the proposal.

If you disagree with the council's decision, you may appeal the decision to the Okanogan County Superior Court in accordance with Oroville Municipal Code Section 17.112.030.

VARIANCE APPLICATION SUPPLEMENTAL QUESTIONNAIRE

PROJECT TITLE: _____ FILE ID #: _____

The purpose of this questionnaire is for the applicant to provide specific information relating to the variance request.

1. State the specific ordinance section in which you are seeking relief from:
Section _____ of Ordinance # _____

2. Describe the specific relief sought: _____

3. Describe the purpose of the request: _____

4. Describe how the request is the minimum necessary: _____

5. Describe to what extent a “to the letter” complying proposal has been considered or attempted: _____

6. Describe how the granting of the variance would not be a special privilege with respect to other properties in the vicinity and zoning district: _____

7. State the unique circumstances that exist on the subject property that deprive it the same rights and privileges as properties in the vicinity and zoning district: _____

8. Describe how the granting of the variance will not be detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated: _____

VARIANCE SUPPLEMENTAL QUESTIONNAIRE
PAGE 2

PROJECT TITLE: _____ FILE ID #: _____

9. Describe how the granting of the variance will not be inconsistent with the goals, policies and objectives of the City's Comprehensive Plan: _____

Attach at a minimum a complete scaled, legible site plan, showing the scope of the request and clearly showing the above described information and any other relevant items.

City of Oroville
Zoning Conditional Use Permit
Information Packet

Conditional use permits (CUPs) are intended to provide a detailed review of proposed uses and/or developments that have the potential to result in greater or less predictable impacts in a particular district than those uses that are allowed outright. Conditions may be required to mitigate any impacts identified in the review process. Since a public hearing and completion of State Environmental Policy Act (SEPA) review are both required for CUPs, a greater opportunity is provided for public involvement.

The conditional use permit procedure is a simple process that begins by contacting the City Clerk's office. What you will need:

1. Conditional use permit application form.
2. Legible, scaled drawing of property with existing buildings and proposed new construction. Dimensions of all setback areas and specific dimensions for the conditional use permit requested, when applicable.
3. Legal description of property.
4. \$400.00 non-refundable fee.

PRE-APPLICATION CONFERENCE:

Applicants are encouraged to request and attend a pre-application conference. The purpose of the pre-application conference is to acquaint the applicant with the requirements of the Oroville Municipal Code and project review procedures and for City staff to become acquainted with the proposed application for the purposes of determining appropriate review procedures and facilitating the application and project review process. (see 17.100.020)

APPLICATION FORM:

All written material must be placed on the conditional use permit application form. The property owner(s) name(s), applicant(s) name(s) and agent, if applicable, addresses and phone numbers are required. A brief description of the conditional use permit request and the address where it will occur also needs to be included. (see 17.100.030)

LEGIBLE, SCALED DRAWING:

A legible, scaled drawing of the property parcel and improvements upon the property must be submitted. The drawing should show current improvements as well as the area for which the conditional use permit is being requested. Setback dimensions from all property lines to buildings must also be included, along with the property dimensions and abutting streets.

LEGAL DESCRIPTION:

The legal description for the property must also be included in the application materials. Legal descriptions of property parcels are generally available to the public from the Okanogan County Assessor's Office.

FILING FEE:

At the time of application submittal, a \$400.00 non-refundable fee must be paid to the City of Oroville. If you are writing a check, make payment to the City of Oroville.

ALL APPLICANTS SHALL ADDITIONALLY PAY TO THE CITY THE ACTUAL COSTS INCURRED RELATING TO SEPA COMPLIANCE BEYOND THE THRESHOLD DETERMINATION.

PROCEDURE:

A pre-application meeting with staff can help explain the process if you have any questions.

The conditional use permit procedure begins when a completed application has been filed with the City Clerk's office. Upon receipt of an application, the Planning Agency Clerk shall forward the application to the administrator who shall, within 28 calendar days after actual receipt of a project permit application, mail or personally provide a written determination to the applicant which states either the application is complete or the application is incomplete and what is necessary to make the application complete.

Within 14 days of issuance of a determination of completeness, a notice of application shall be issued for the application submitted. The notice of application shall be provided to the public, property owners within 200 feet of the proposed action, Planning Agency Staff and all City department directors at least 14 days prior to the public hearing.

A LIST OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 200 FEET OF THE PROPOSED ACTION MUST BE SUBMITTED BY THE APPLICANT; THIS INFORMATION MAY BE FOUND AT THE OKANOGAN COUNTY ASSESSOR'S OFFICE.

The applicant or agent is encouraged to be present at the public hearing.

The planning Commission shall review applications for conditional use permits and develop recommendations for City Council action.

The planning commission shall cause written notification of its action to be forwarded to the council and a copy mailed to the applicant(s) or petitioner(s) within seven days after such recommendation for the City Council is developed. The City Council shall also cause such notification to be mailed within ten days giving notification of its final decision on the proposal.

If you disagree with the council's decision, you may appeal the decision to the Okanogan County Superior Court in accordance with Oroville Municipal Code Section 17.112.030.

CONDITIONAL USE PERMIT SUPPLEMENTAL QUESTIONNAIRE

PROJECT TITLE: _____ FILE ID #: _____

The purpose of this questionnaire is for the applicant to point out specific attributes of their proposal. The information may also be included in support documentation, but are also to be included here for clarity.

1. Identify the specific use(s) that require the issuance of a conditional use permit: _____

2. Identify all existing and proposed activities and uses of the subject property: _____

3. Identify the likely positive and negative impacts the proposed project will have on adjacent and nearby properties: _____

4. Identify the most relevant proposed design and/or operational measures to reduce or control the possible negative effects the proposed project may have: _____

5. Identify how the proposed use is consistent with the purpose and intent of the subject zoning district: _____

6. Identify how the proposed project advances and is consistent with the goals, policies and objectives of the City's Comprehensive Plan: _____

At a minimum, attach a project site plan and conceptual facility layout.

City of Oroville
Zoning Code Text / Map Amendment Petition
Information Packet

The Zoning Code Text / Map Amendment Petition procedure is a simple process that begins by contacting the City Clerk's office. What you will need:

1. Zoning Code Text / Map Amendment Petition form.
2. Legible, scaled drawing of property with existing buildings and proposed new construction. Dimensions of all setback areas and specific dimensions for the zoning code text / map amendment requested, when applicable.
3. Legal description of property.
4. \$500.00 non-refundable fee.

PRE-APPLICATION CONFERENCE:

Applicants are encouraged to request and attend a pre-application conference. The purpose of the pre-application conference is to acquaint the applicant with the requirements of the Oroville Municipal Code and project review procedures and for City staff to become acquainted with the proposed application for the purposes of determining appropriate review procedures and facilitating the application and project review process. (see 17.100.020)

APPLICATION FORM:

All written material must be placed on the zoning code text / map amendment petition form. The property owner(s) name(s), applicant(s) name(s) and agent, if applicable, addresses and phone numbers are required. A brief description of the zoning code text / map amendment request and the address where it will occur also needs to be included. (see 17.100.030)

LEGIBLE, SCALED DRAWING:

A legible, scaled drawing of the property parcel and improvements upon the property must be submitted. The drawing should show current improvements as well as the area for which the zoning code text / map amendment is being requested. Setback dimensions from all property lines to buildings must also be included, along with the property dimensions and abutting streets.

LEGAL DESCRIPTION:

The legal description for the property must also be included in the application materials. Legal descriptions of property parcels are generally available to the public from the Okanogan County Assessor's Office.

FILING FEE:

At the time of application submittal, a \$500.00 non-refundable fee must be paid to the City of Oroville. If you are writing a check, make payment to the City of Oroville.

ALL APPLICANTS SHALL ADDITIONALLY PAY TO THE CITY THE ACTUAL COSTS INCURRED RELATING TO SEPA COMPLIANCE BEYOND THE THRESHOLD DETERMINATION.

PROCEDURE:

A pre-application meeting with staff can help explain the process if you have any Questions.

The zoning code text / map amendment procedure begins when a completed application has been filed with the City Clerk's office. Upon receipt of an application, the Planning Agency Clerk shall forward the application to the administrator who shall, within 28 calendar days after actual receipt of a project permit application, mail or personally provide a written determination to the applicant which states either the application is complete or the application is incomplete and what is necessary to make the application complete.

Within 14 days of issuance of a determination of completeness, a notice of application shall be issued for the application submitted. The notice of application shall be provided to the public, property owners within 200 feet of the proposed action, Planning Agency Staff and all City department directors at least 14 days prior to the public hearing.

A LIST OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 200 FEET OF THE PROPOSED ACTION MUST BE SUBMITTED BY THE APPLICANT; THIS INFORMATION MAY BE FOUND AT THE OKANOGAN COUNTY ASSESSOR'S OFFICE.

The applicant or agent is encouraged to be present at the public hearing.

The planning Commission shall review applications for zoning code text / map amendment and develop recommendations for City Council action.

The planning commission shall cause written notification of its action to be forwarded to the council and a copy mailed to the applicant(s) or petitioner(s) within seven days after a recommendation for the City Council is developed. The City Council shall also cause such notification to be mailed within ten days giving notification of its final decision on the proposal.

If you disagree with the council's decision, you may appeal the decision to the Okanogan County Superior Court in accordance with Oroville Municipal Code Section 17.112.030.

**ZONING CODE TEXT / MAP AMENDMENT PETITION
SUPPLEMENTAL QUESTIONNAIRE**

PROJECT TITLE: _____ FILE ID #: _____

The purpose of this questionnaire is for the applicant to point out specific attributes of their proposal. The information may also be included in support documentation, but is also to be included here for clarity.

The applicant hereby petitions the City Council of the City of Oroville to change the Zoning Code Text / Map in Title 17 of the City's Municipal Code as follows (attach additional sheet if necessary): _____

1. Describe why the proposed zoning code text / map amendment is more desirable than the existing zoning code text / map: _____

2. Describe how the proposed zoning code text / map amendment complies with the intent of the comprehensive plan: _____

3. Identify the zoning districts in the City to which this proposed amendment would apply: _____
