

CITY OF CONNELL, WASHINGTON

SITE REVIEW APPLICATION GUIDE

Site Reviews are authorized by Chapter 16A.06.030 of the Connell Municipal Code (CMC) and are intended to ensure that proposed activities are consistent with the City's Development Regulations and Comprehensive Plan. CMC Chapter 16A.06.030 requires a site review of certain building permit applications, new uses, or a change in the use of land or a building. A site review is not required for open or temporary land uses which do not exceed ten days in duration or single-family residences and their accessory structures in residential (R) districts. Applications shall be submitted by the property owner, contract purchaser or their authorized representative. Site reviews will normally take ten working days from the date of filing.

A. Contents of an Application

All applications for a site review must include the information listed on the attached page. The City Administrator may require additional information as reasonably necessary to fully and properly evaluate the proposal. Site reviews will not be initiated until a complete application as determined by the City has been submitted.

B. Action

Typically, complete applications will be subject to a Type IV administrative review by City staff to determine if the proposed action is consistent with the City's Development Regulations and Comprehensive Plan. It should be noted however that in some instances, a SEPA checklist may be required and/or the proposed action may require additional permits, and as a result may be subject to a more extensive review. Upon completion of the administrative review, the City Administrator or his/her designee will make appropriate findings and either approve or conditionally approve site review applications. Such action will normally be taken within ten days of the filing of a valid application. The actual time required may vary based on a number of considerations, the most important being the thoroughness of the application.

C. Notice of Decision

A written notice of the decision will be sent the applicant and all parties of record.

D. Appeals

An appeal of the Administrator's approval must be received within ten days of the date of decision in a format prescribed by the City. Any appeal will be cause for a City Council open record appeal hearing.

E. Questions

An application will not be considered by the City Administrator until all of the required information had been submitted. The formal process for considering an application will not begin until the City Administrator has determined that the application is complete. If you have any questions regarding the application or any of the required documents, contact the City

Administrator or the City Clerk, City of Connell, 104 E. Adams, PO Box 1200, Connell, WA 99326, 509-234-2701.

Application Requirements for a Site Review

The following information is required before an application can be considered complete:

- A. A fully completed, signed, and acknowledged application.
- B. A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- C. The name, mailing address and telephone number of a single contact person or entity;
- D. The legal description of the property, acreage, and present improvements on the property;
- E. Evidence of adequate water supply as required by RCW19.27.097;
- F. Evidence of sewer availability;
- G. A scaled drawing on a page no larger than 8 ½ by 14 inches. The drawing must show the following with all dimensions:
 - a. **All existing lot lines;**
 - b. **The location of all existing structures to remain and the location of all proposed structures;**
 - c. **The location of all utilities proposed to be utilized;**
 - d. **The proposed number and locations of water meters;**
 - e. **The location of all solid waste receptacle areas;**
 - f. **The method of handling storm water removal;**
 - g. **All easements and rights-of-ways;**
 - h. **All locations for ingress and egress**
 - i. **All off-street parking and loading areas;**
 - j. **All landscaping, outdoor lighting and fencing;**
 - k. **A north arrow**
 - l. **The scale of the drawing and**
 - m. **A vicinity map showing the location of the site to its surroundings.**

The City may request additional or specific information as deemed necessary to adequately review the proposed action.



City of Connell

EASTERN WASHINGTON'S HARVESTLAND

Land Use Application Form

Please complete and return form to the city clerk, City of Connell, P.O. Box 1200, Connell, WA, 99326, with fees and additional information on the instructions. A separate fee is required for each proposed action.

- Change of Zone, Variance, Comprehensive Plan Amendment, Pre-Zone, Conditional Use Permit, Site Review, Critical Area Permit, Lot Combine, Zoning Ordinance Amendment, Boundary Line Adjustment, Planned Unit Development, Other (Describe)

NAME: TELEPHONE:

MAILING ADDRESS: STREET P.O. BOX CITY STATE ZIP

PLEASE CHECK THE ONE THAT APPLIES: Owner, Contract Purchaser, Lessee/Renter, Other (Specify)

NAMES, ADDRESS, AND TELEPHONE OF OWNER IF OTHER THAN APPLICANT:

LOCATION OF PROPERTY (ADDRESS):

LEGAL DESCRIPTION (ATTACH IF NECESSARY):

TOTAL AREA OF PARCEL/PROPERTY (PLEASE LIST FOR ALL RELATED PROPERTIES): SQUARE FEET ACRES

EXISTING LAND USE:

PROPOSED LAND USE:

REQUESTED ACTION AND REASONS:

IS THE PROPOSAL IN CONFORMANCE WITH THE COMPREHENSIVE PLAN? YES NO