

# City of Kettle Falls

P.O. Box 457  
Kettle Falls, Washington 99141  
(509) 738-6821

## GENERAL LAND USE APPLICATION

### CITY USE:

File Number: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Type of Application: \_\_\_\_\_

### APPLICANT INFORMATION:

Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

### PROJECT & SITE INFORMATION (attach additional pages if necessary):

Project Description: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Assessor Tax Parcel Number(s): \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Size of Site: \_\_\_\_\_  
Existing Use of Site: \_\_\_\_\_  
Comprehensive Plan Designation: \_\_\_\_\_ Zone District: \_\_\_\_\_

I affirm that all answers, statements and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am authorized by the owner to process this application. Further, I grant permission from the owner to any and all city employees and representatives of governmental agencies to enter upon the property as reasonably necessary to process this application.

\_\_\_\_\_  
Print Name Signature Date

## GENERAL SUBMITTAL REQUIREMENTS:

- A completed application form signed by the owner(s) of the subject property or by an authorized representative
- Legal description of the property
- Plans drawn to scale, clearly indicating the proposed project (\_\_\_\_ copies)
- Site plan (\_\_\_\_ copies), including:
  - \_\_\_ north arrow
  - \_\_\_ streets
  - \_\_\_ property boundaries
  - \_\_\_ lot dimensions
  - \_\_\_ location of existing and proposed buildings
  - \_\_\_ location of critical areas
  - \_\_\_ existing topography
  - \_\_\_ existing significant vegetation
  - \_\_\_ proposed grading
  - \_\_\_ existing and proposed utilities (water, storm drainage, sanitary sewage disposal)
  - \_\_\_ location of storage
- Floor plan(s), if applicable (\_\_\_\_ copies)
- Elevations of proposed buildings (\_\_\_\_ copies)
- Applicable fees: Check or money order (made out to the City of Kettle Falls) or cash
- A completed State Environmental Policy Act (SEPA) checklist, including all back-up materials. If the project is exempt from SEPA, attach a statement explaining the reason for the exemption.
- Narrative describing the project, including suggested findings of fact (as specified in the City of Kettle Falls Unified Development Code) supporting the proposed project
- Any required technical reports prepared by experts with demonstrated qualifications in the area(s) of concern
- Envelopes with first class postage addressed to property owners within 300 feet of the site (excluding right-of-way)
- List of names of property owners within 300 feet of the site (excluding right-of-way) on a separate sheet of paper