

200 S. WASHINGTON AVENUE  
NEWPORT, WA 99156  
(509) 447-5611 FAX: (509) 550-7552



City Of Newport  
Established 1903

# Master Land Use Development Application

Receipt #: \_\_\_\_\_

Date Stamp Received: \_\_\_\_\_

City Project #: \_\_\_\_\_

## 1. General Information:

Assessor's Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

**Applicant (or Applicant's Representative)**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner (If different than Applicant)**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. Project Information:

**Project Description** (*provide a brief overview of your proposal*):

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**Current Zoning:** \_\_\_\_\_

**Comprehensive Plan Designation:** \_\_\_\_\_

### 3. Requested Land Use Development Permits:

Please check any and all permits requested with the proposed development on the table in the next page. In cases where there is more than one permit required, the process will run concurrently with the highest permit type review process. Supplemental materials are required as part **any** land use submittal, reference the Master Land Use Development Instructions pages for clarification.

<p><b>Type 1 – Administrative Permit:</b> (No hearing needed; Decision-maker is Mayor or designee; Appellate body is Hearing Examiner)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot Line Adjustment</li> <li><input type="checkbox"/> Building Permit (including signs)</li> <li><input type="checkbox"/> Clearing &amp; Grading Permit</li> <li><input type="checkbox"/> Code Interpretation</li> <li><input type="checkbox"/> SEPA Action</li> <li><input type="checkbox"/> Shoreline Authorization</li> <li><input type="checkbox"/> Short Plat Approval (9 or fewer lots)</li> <li><input type="checkbox"/> Site Plan Review</li> <li><input type="checkbox"/> Temporary Use Permit</li> </ul>	<p><b>Type 2 - Hearing Examiner:</b> (Public hearing held before the Hearing Examiner; Decision-maker is Hearing Examiner; Appellate body is Superior Court)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conditional Use Permit</li> <li><input type="checkbox"/> Variances</li> <li><input type="checkbox"/> Preliminary Binding Site Plan Approval</li> <li><input type="checkbox"/> Preliminary Plat Approval (10 or more lots)</li> <li><input type="checkbox"/> Preliminary Planned Development Approval</li> <li><input type="checkbox"/> RV Parks</li> <li><input type="checkbox"/> Shoreline Conditional Use Permit</li> <li><input type="checkbox"/> Shoreline Substantial Development Permit</li> <li><input type="checkbox"/> Shoreline Variance</li> </ul>
<p><b>Type 3 - City Council:</b> (No hearing needed unless noted otherwise; Decision-maker is City Council; Appellate body is Superior Court)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Plat Approval (10+ lots)</li> <li><input type="checkbox"/> Final Binding Site Plan Approval</li> <li><input type="checkbox"/> Final Planned Development Approval</li> <li><input type="checkbox"/> Plat Vacation or alteration **</li> <li><input type="checkbox"/> Street Vacations **</li> </ul>	<p><b>Type 4 - Legislative Decisions:</b> (Public hearing held before the Planning Commission; Decision-maker is City Council; Appellate body is Superior Court)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annexation</li> <li><input type="checkbox"/> Comprehensive Plan Amendment</li> <li><input type="checkbox"/> Future Land Use Map Amendment</li> <li><input type="checkbox"/> Development Regulation Revision</li> <li><input type="checkbox"/> Site Specific Rezone *</li> </ul>

\* Appeals of site specific rezones must be filed in Superior Court.

\*\* A public hearing shall be conducted by the City Council.

### 4. Applicant's Declaration:

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that the following is true and correct: I am the owner or contract purchaser or authorized agent for the property owner of the property described above. I have authority to request the above permits or services and commit to payment for the permits or services. I acknowledge and agree to pay the full amount of fees and charges authorized in the Newport Municipal Code for these permits or services, including the set fee (in advance), plus additional staff hours and direct costs (including the costs of outside consultants) as applicable, and to pay these fees and charges upon demand from the City of Newport.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**5. Applicant Representative Authorization:**

By signing below, I authorize the representative listed below to act on my behalf, or on behalf of the business organization, in the processing of this notification form; to provide supplemental information in support of the notice. In addition, I authorize the representative listed below to bind me, or the organization, to perform any requirements which may be necessary through the review, notice, and hearing process.

**Owner/ Applicant Authorization Signature**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner/Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Designated Representative Signature**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Master Land Use Development Instructions

## 1. Overview:

Every applicant is asked to read this material carefully and become familiar with the various requirements before submitting an application. An application cannot be deemed complete until all of the required information and materials are submitted.

There are four (4) Permit types outlined in Newport Municipal Code. These are as follow:

- **Type 1 - Administrative Permit:** (No hearing needed; Decision-maker is Mayor or designee; Appellate body is Hearing Examiner)
- **Type 2 - Hearing Examiner:** (Public hearing held before the Hearing Examiner; Decision-maker is Hearing Examiner; Appellate body is Superior Court)
- **Type 3 - City Council:** (No hearing needed unless noted otherwise; Decision-maker is City Council; Appellate body is Superior Court)
- **Type 4 - Legislative Decisions:** (Public hearing held before the Planning Commission; Decision-maker is City Council; Appellate body is Superior Court)

## 2. Process:

The following steps are required for land use development applications. Each permit type has different requirements associated depending on the requested development project. Please see the following pages for requirements.

Type 1	Type 2	Type 3	Type 4
Pre-Application Meeting			
Applicant consults Development Instruction packet – prepares submittal with all required materials			
Applicant submits complete submittal packet			
City Reviews for Completeness			
Issue Determination of Completeness or request for additional information			
Staff issues determination of Consistency	Preliminary Site Visit (optional)	Staff report with conditions of approval	Notice of Application & Issuance of SEPA Threshold Determination
Notification to applicant of approval or denial of permit	Notice of Application & Issuance of SEPA Threshold Determination	City Council Review and Final Action	Staff report with determination of consistency to Planning Commission
	Staff report with determination of consistency to Hearing Examiner 1 week before scheduled and noticed hearing		Distribution of proposal to State agencies/ referral agencies for review and comment
	Open record public hearing before Hearing Examiner		Open record public hearing before Planning Commission
	Hearing Examiner Notice of decision or recommendation		Written recommendation from Planning Commission to City Council
			City Council action

**Table 1: Newport Land Use Development Permits - Type 1 Application & Review Requirements**



	Type 1: Application Type/ Review								
	Lot Line Adjustment	Building Permit (including signs)	Clearing & Grading Permit	Code Interpretation	SEPA Action	Shoreline Authorization	Short Plat (9 or fewer lots)	Site Plan Review	Temporary Use Permit
<b>Master Land Use Development Application</b>	X	X	X	X	X	X	X	X	X
<b>Project Narrative (address applicable code sections)</b>	X					X	X	X	X
<b>Legal Description</b>	X	X	X		X	X	X	X	X
<b>Title Report</b>	X						X	X	
<b>SEPA Checklist (unless determined to be exempt)</b>					X	X	X	X	
<b>Zoning Map</b>	X				X		X	X	X
<b>Mailing List within 300 feet and labeled Envelopes</b>									
<b>Shoreline Development Diagram</b>						X			
<b>Critical Areas Description/ Plan</b>						X	X	X	
<b>Site Development Plan</b>		X	X		X	X	X	X	
<b>Landscape Plan</b>						X	X	X	
<b>Architectural Drawings (elevations)</b>									
<b>Preliminary Plat</b>									
<b>Final Plat</b>									
<b>Development Fees</b>									
<b>This is in addition to pass through fees for planning review and hearing examiner fees</b>	\$50	\$55	\$25	\$75	\$350	\$75	\$400	\$300	\$20/ month
<b>Deposit Amounts</b>	\$300		\$300		\$500	\$300	\$1500	\$1000	
Refunds will be issued on completion if there is a credit & invoices will be billed at cost.									

Projects may require a critical area permit; consult with staff to determine status of your project.  
 Projects may be exempt from SEPA review; consult with staff to determine status of your project.

**Table 2: Newport Land Use Development Permits - Type 2 Application & Review Requirements**



	Type 2: Hearing Examiner								
	Conditional Use Permit	Variances	Preliminary Binding Site Plan	Preliminary Plat Approval (10 or more lots)	Preliminary Planned Development	RV Parks	Shoreline Conditional Use Permit	Shoreline Substantial Development	Shoreline Variance
<b>Master Land Use Development Application</b>	X	X	X	X	X	X	X	X	X
<b>Project Narrative (address applicable code sections)</b>	X	X	X	X	X	X	X	X	X
<b>Legal Description</b>	X	X	X	X	X	X	X	X	X
<b>Title Report</b>			X	X	X	X			
<b>SEPA Checklist (unless determined to be exempt)</b>			X	X	X	X	X	X	
<b>Zoning Map</b>	X	X	X	X	X	X	X		
<b>Mailing List within 300 feet and labeled Envelopes</b>	X	X	X	X	X	X	X	X	X
<b>Shoreline Development Diagram</b>							X	X	X
<b>Critical Areas Description/ Plan</b>			X	X		X	X	X	X
<b>Site Development Plan</b>			X	X	X	X		X	
<b>Landscape Plan</b>			X	X	X			X	
<b>Architectural Drawings (elevations)</b>			X	X	X				
<b>Preliminary Plat</b>			X	X	X				
<b>Final Plat</b>									
<b>Development Fees</b>									
<b>This is in addition to pass through fees for planning review and hearing examiner fees</b>	\$400	\$350	\$400	\$1,500	\$1,500	\$400	\$250	\$250	\$250
<b>Deposit Amounts</b>	\$1500	\$750	\$1000	\$2500	Based on Site	\$1000	\$300	\$300	\$300

**Table 3: Newport Land Use Development Permits - Type 3 Application & Review Requirements**



	Type 3: City Council				
	Final Plat Approval (10+ lots)	Final Binding Site Plan Approval	Final Planned Development Approval	Plat Vacation or alteration	Street Vacations
<b>Master Land Use Development Application</b>	X	X	X	X	X
<b>Project Narrative (address applicable code sections)</b>	X	X	X	X	X
<b>Legal Description</b>	X	X	X	X	X
<b>Title Report</b>	X	X	X	X	X
<b>SEPA Checklist (unless determined to be exempt)</b>	X	X	X		
<b>Zoning Map</b>	X	X	X	X	
<b>Mailing List within 300 feet and labeled Envelopes</b>	X	X	X	X	X
<b>Shoreline Development Diagram</b>					
<b>Critical Areas Description/ Plan</b>	X	X	X	X	
<b>Site Development Plan</b>	X	X	X		
<b>Landscape Plan</b>	X	X	X		
<b>Architectural Drawings (elevations)</b>	X	X	X		
<b>Preliminary Plat</b>					
<b>Final Plat</b>	X	X	X		
<b>Development Fees</b>					
<b>This is in addition to pass through fees for planning review and hearing examiner fees</b>	\$1,500	\$400	\$1,500	TBD	\$200 plus dedication
<b>Deposit Amounts</b>	\$1500	\$750	\$500		\$500

**Table 4: Newport Land Use Development Permits - Type 4 Application & Review Requirements**



	Type 4: Legislative				
	Annexation	Comprehensive Plan Amendment	Future Land Use Map Amendment	Development Code Amendment	Site Specific Rezone
<b>Master Land Use Development Application</b>	X	X	X	X	X
<b>Project Narrative (address applicable code sections)</b>	X	X	X	X	X
<b>Legal Description</b>	X	X	X		X
<b>Title Report</b>	X				X
<b>SEPA Checklist (unless determined to be exempt)</b>				X	X
<b>Zoning Map</b>	X	X	X		X
<b>Mailing List within 300 feet and labeled Envelopes</b>	X	X	X	X	X
<b>Shoreline Development Diagram</b>					
<b>Critical Areas Description/ Plan</b>					
<b>Site Development Plan</b>					X
<b>Landscape Plan</b>					
<b>Architectural Drawings (elevations)</b>					
<b>Preliminary Plat</b>					
<b>Final Plat</b>					
<b>Development Fees</b>					
<b>This is in addition to pass through fees for planning review and hearing examiner fees</b>	\$600	\$500	TBD	TBD	TBD
<b>Deposit Amounts</b>	\$1500	\$1000			



# Permit Types Detailed Overview

## Type 1 Permits:

### Type 1 permits do not require a hearing.

**Lot Line Adjustment:** This permit allows for minor changes in the configuration of property line. Newport Municipal Code **17.05.070** states that the application shall include the following:

1. A map showing the existing and proposed property lines, including all lot line dimensions and distances to all existing structures.
2. A legal description of the existing and proposed property configuration.
3. A complete application and \$50.00 fee.
4. Written authorization by the owners of all property directly affected by the proposed adjustment.

Note: any lot changed by the adjustment shall comply with all applicable development standards, such as lot area, lot dimensions, and setbacks in the district in which the property is located. Off-street parking affected by the lot line adjustment shall not be reduced below the required number of spaces for the use located on the lot.

**Building Permit (including signs):** Building permits are valid for one year and may be renewed up to 4 times for \$55.00 each time. Building Permit and Sign Application shall include the following:

1. Legal description, including subdivision name, block, lot, section, township, and range.
2. Class of work (new, addition, remodel, change of use, sign, or other).
3. Description of work/use.
4. Directions to the site.

**Clearing & Grading Permit:** The permit enforces standards for clearing and grading to protect private property, water quality, environmentally sensitive areas, shorelines, and priority habitats. Completed permit application includes \$25.00 fee.

**Code Interpretation:** Appeals for Type 1 reviews can be filed within 10 days of the interpretation or action, including a \$75.00 fee.

**SEPA Action:** A SEPA threshold determination is required for any proposal that is not categorically exempt within 90 days that an application has been deemed complete. All threshold determinations shall result in a determination of nonsignificance (DNS), or a determination of significance (DS). SEPA checklist includes a \$350.00 fee.

**Shoreline Authorization:** Shoreline authorization is required for development activity or use not included in the Shoreline Substantial Development Permit (SSDP) requirements. This includes a \$75.00 fee.

**Short Plat Approval (9 or fewer lots):** This permit provides a simplified process to divide property into nine or fewer lots and a review that those lots may have on the surrounding areas. Newport Municipal Code **17.05.080** states that the application shall include the following:

1. Three copies of a map, which clearly indicates the proposed short plat, north arrow, date, existing topography, buildings and easements and the proposed lot configurations with square footage calculations, water and sewer lines, and dedications.
2. A legal description of the property.
3. The total property owned by the applicant, adjacent to the parcel being subdivided, shall be accurately indicated on the drawing.
4. All adjacent property and owners shall be clearly shown on the drawing.
5. A completed environmental checklist or documentation, if applicable.
6. A complete application and \$400.00 fee.

**Site Plan Review:** This permit ensures that new development is not a threat to the public health, safety, or welfare of residents of Newport, and that it is compatible with existing patterns of development. Newport Municipal Code **17.05.040** states that the application shall include a \$300.00 fee and plans that are drawn to scale, which include:

1. The location and dimension of the lot(s).

2. Existing topography and natural features.
3. Existing and proposed structures and the proposed uses.
4. Proposed grading, drainage facilities, and location of storage, if applicable.
5. The location of existing and proposed roads, parking facilities, loading areas, curbs, drains, paving, sign and light pole locations, walls, fences, walks, approaches, and plantings within the area.
6. The location of existing and proposed water, storm, and sanitary sewer lines.
7. The nature, location, dimensions of the critical resource area or floodplain area, if any, on or adjacent to the site.
8. All required technical reports prepared by experts with demonstrated qualifications in the area(s) of concern.
9. Drawings of proposed building elevations, noting material types and color.
10. Any additional information deemed necessary by the city.

**Temporary Use Permit:** This permit allows for the review of proposed uses on a temporary basis which, because of considerations of traffic, noise, lighting, hazards, health and environmental issues, require a case-by-case review to determine if the use is appropriate on the site and in the vicinity. The fee for this permit is \$20.00 per month. Newport Municipal Code **17.05.030** states that the permit may be approved, in whole or in part, with or without conditions, if all of the following are true:

1. The permit is valid for six months and may be renewed for no more than six months at a time, based on city review.
2. The proposed use shall not involve the construction or occupation of a building.
3. The operation will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.
4. The proposed site will not detract from the use and enjoyment of other properties in the area.
5. The project allows for access and circulation, water supply, storm drainage, sanitary sewage disposal, emergency services, and environmental protection as determined by the city.
6. Temporary parking will be made available either on site or at alternate locations.

## Type 2 Permits: Hearing Examiner

### Type 2 permits require a public hearing before the Hearing Examiner.

**Conditional Use Permit:** This permit allows for the review of proposed uses which, because of considerations of traffic, noise, lighting, hazards, health and environmental issues, require a case-by-case review to determine if the use is appropriate on the site and in the vicinity. The fee for this permit is \$400.00. Newport Municipal Code **17.05.020** states that the permit may be approved, in whole or in part, with or without conditions, if all of the following are true:

1. The project is consistent with the Newport comprehensive plan and meets the requirements and intents of this title, including the type of land use; the density/intensity of the proposed development; and the protection of critical areas, if applicable.
2. The project allows for access and circulation, water supply, storm drainage, sanitary sewer disposal, emergency services, and environmental protection to ensure the project will not be detrimental to public health and safety.
3. The project addresses issues identified through the SEPA review process, if required.
4. The project is beneficial to the public health, safety, and welfare, and is in the public interest.

**Variiances:** This permit ensures that the physical characteristics of a property are not deprived of privileges often found by other properties in the same zone. Variance permits include a \$350.00 application fee.

**Preliminary Binding Site Plan Approval:** The binding site plan process is an alternative method of subdividing commercial or industrial property. The fee for this permit is \$400.00. Newport Municipal Code **17.05.100** states all applications and maps shall contain the following:

1. All documents, maps, and survey notes shall clearly show the name of the binding site plan, the name(s) of the applicant(s) and the name of the registered land surveyor responsible to the applicant(s).
2. The title shall include the type of binding site plan (commercial, industrial, mobile home park, or recreational vehicle park).
3. The lines and names of all existing or platted streets or other public ways, parks, playgrounds, easements, and dedications, including municipal boundaries, township lines, and section lines adjacent to or within the binding site plan.
4. The names, locations, and purposes of all existing and proposed easements.
5. The location and dimensions of all existing and proposed water and sewer mains, public or private, and all existing and proposed streets and rights-of-way to be held privately or dedicated to the city.
6. Parking areas, loading areas, and landscaping areas.
7. The location of all access points which access a public street or right-of-way.
8. Block and lot locations including dimensions and number or letter designations.
9. The lengths and bearings of all straight lines, curve radii, arcs, and semi-tangents of all curves.
10. All dimensions along the lines of each lot with the true bearings and also any other data necessary for the location of any lot in the field.
11. Suitable primary control points, approved by the city, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data given on the plan shall be referred.
12. The location of all permanent monuments, property corners, and lot corners.
13. The names of all immediate adjacent subdivisions.
14. The date, true north point, scale, datum plane, and date of survey.
15. The boundary of the binding site plan, the courses and distances marked thereon, as determined by a field survey made by a registered and qualified land surveyor of the state, and with an allowable error not to exceed one foot in 5,000 feet.
16. The elevations of all permanent monuments based on datum plane approved by the city.
17. Certification by a registered land surveyor of accuracy of the binding site plan map and survey.
18. Location and dimensions of all irrigation water rights-of-way.
19. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth.

20. The scale of the binding site plan shall be not more than 100 feet to the inch. Except that the city, subject to a request prior to binding site plan submittal, may approve an alternative binding site plan map scale not to exceed 200 feet to the inch.
21. If the binding site plan is a redivision or amendment to or alteration of an existing binding site plan, the parcels or lots of the preceding binding site plan shall be shown by dotted lines in their proper positions in relation to the new arrangement of the binding site plan, the binding site plan being so clearly shown in solid lines as to avoid ambiguity.
22. The applicant's land surveyor shall set all required monuments and shall stake all lot corners as shown on the binding site plan before the binding site plan is submitted for approval.
23. a vicinity map at a scale of not more than 400 feet to the inch. Except that the city, subject to a request prior to plat submittal, may approve an alternative vicinity map scale exceeding 400 feet to the inch. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision may connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property to produce an advantageous development of the entire neighborhood.
24. The street address for the binding site plan will be assigned by the city.
25. United States Bureau of Reclamation horizontal and vertical data including benchmarks.
26. Any deed restrictions or covenants existing or proposed shall be described and drawn on the binding site plan map and/or in the other documents submitted with the binding site plan application and map.
27. The applicant shall submit all parcel and boundary closures to the city at the time the applicant submits the binding site plan map and application.
28. A plat certificate from a title company licensed to do business in the state of Washington and dated within 30 days of the date of submitting the binding site plan application to the city confirming that the title of the land as described and shown on the binding site plan is in the name of the owners signing the binding site plan and the developer agreement.
29. A certificate from the Pend Oreille County treasurer indicating that all taxes and assessments on the land and improvements included in the binding site plan have been paid according to the provisions of RCW 58.08.030 and 58.10.010 as now enacted or hereafter amended.
30. All easements and covenants proposed to run with the land.
31. A completed SEPA environmental checklist as required by law.
32. A nonrefundable filing fee as provided in the city's fee schedule.
33. The binding site plan application shall also be accompanied by 12 copies of the binding site plan and map.

**Preliminary Plat Approval (10 or more lots):** Listed as "preliminary subdivision plat" in NMC. This permit provides a simplified process to divide property into ten or more lots and a review that those lots may have on the surrounding areas. The permit includes a \$1,500.00 fee. Newport Municipal Code **17.05.090** states all applications shall include the following:

1. Two copies of the map which clearly indicates the proposed preliminary subdivision plat, with north arrow, date, existing topography, buildings, monuments, markers, boundary lines and easements, and the proposed lot configuration with square footage computations, infrastructure, easements, and dedications prepared by a registered land surveyor.
2. A vicinity map.
3. A legal description of all lands included in the proposed preliminary subdivision signed by a licensed land surveyor.
4. Name of the proposed subdivision, name of the subdivider, and name of the person preparing the preliminary plat.
5. Location of adjacent and adjoining platted areas and subdivisions showing relationships and match to all connecting streets, rights-of-way, utilities, and easements.
6. All land that the applicant proposes to subdivide and all land immediately adjacent extending 100 feet in all directions from the site perimeter.

7. All adjacent land owned by the applicant on which future additional plat applications may be submitted together with general information as to the location and estimated extent of each additional plat which may be submitted.
8. Completed SEPA checklist or documentation.
9. A complete application form with applicable fees in accordance with the fee resolution adopted by the city council.
10. Additional information deemed necessary by the city including, but not limited to, supplemental technical or environmental studies or reports, topography, easements, applicable codes, covenants and restrictions, proposed roadway layouts and sections and other information to ensure a thorough and complete review of the proposed subdivision.

**Preliminary Planned Development Approval:** This permit provides more flexibility in site planning and allows for grouping buildings for privacy, usable and attractive open spaces, safe circulation, mixed uses, and general well-being of residents. An approval is valid for two years and includes a \$1,500.00 fee.

**RV Parks:** Reference Planned Development section for details. Includes a \$400.00 fee.

**Shoreline Conditional Use Permit:** This permit is needed if a proposed use is listed as a conditional use in Shoreline Master Program (SMP) Table B or if the SMP does not address the use. This permit may be required for uses such as dredging, in water fill and excavation, and private boat ramps, and includes a \$250.00 fee.

**Shoreline Substantial Development Permit:** This permit is typically required for a project that proposes to undertake a substantial development (of which the total cost or fair market value exceeds \$6,416 or as adjusted by the State Office of Financial Management) within the shoreline jurisdiction, or any development which materially interferes with the normal public use of the water or shorelines of the state. This permit includes a \$250.00 fee.

**Shoreline Variance:** This permit is used to allow a project to deviate from a Shoreline Master Program's dimensional standards (e.g., setback, height, or impervious surface coverage requirements). A variance proposal must meet variance criteria found in state rules and be consistent with other environment and use requirements. Please contact Shorelands and Environmental Assistance Program, for a copy of the approved SMP. This permit includes a \$250.00 fee.

## Type 3 Permits: City Council

### Type 3 permits do not require a public hearing, unless noted, approval before City Council

**Final Plat Approval (10 or more lots):** This permit provides a simplified process to divide property into ten or more lots and a review that those lots may have on the surrounding areas. The permit includes a \$1,500.00 fee. Newport Municipal Code **17.05.090** states all applications shall include the following:

1. Two copies of the map which clearly indicates the proposed preliminary subdivision plat, with north arrow, date, existing topography, buildings, monuments, markers, boundary lines and easements, and the proposed lot configuration with square footage computations, infrastructure, easements, and dedications prepared by a registered land surveyor.
2. A vicinity map.
3. A legal description of all lands included in the proposed preliminary subdivision signed by a licensed land surveyor.
4. Name of the proposed subdivision, name of the subdivider, and name of the person preparing the preliminary plat.
5. Location of adjacent and adjoining platted areas and subdivisions showing relationships and match to all connecting streets, rights-of-way, utilities, and easements.
6. All land that the applicant proposes to subdivide and all land immediately adjacent extending 100 feet in all directions from the site perimeter.
7. All adjacent land owned by the applicant on which future additional plat applications may be submitted together with general information as to the location and estimated extent of each additional plat which may be submitted.
8. Completed SEPA checklist or documentation.
9. A complete application form with applicable fees in accordance with the fee resolution adopted by the city council.
10. Additional information deemed necessary by the city including, but not limited to, supplemental technical or environmental studies or reports, topography, easements, applicable codes, covenants and restrictions, proposed roadway layouts and sections and other information to ensure a thorough and complete review of the proposed subdivision.

**Final Binding Site Plan Approval:** The binding site plan process is an alternative method of subdividing commercial or industrial property. The fee for this permit is \$400.00. Newport Municipal Code **17.05.100** states all applications and maps shall include the following:

1. All documents, maps, and survey notes shall clearly show the name of the binding site plan, the name(s) of the applicant(s) and the name of the registered land surveyor responsible to the applicant(s).
2. The title shall include the type of binding site plan (commercial, industrial, mobile home park, or recreational vehicle park).
3. The lines and names of all existing or platted streets or other public ways, parks, playgrounds, easements, and dedications, including municipal boundaries, township lines, and section lines adjacent to or within the binding site plan.
4. The names, locations, and purposes of all existing and proposed easements.
5. The location and dimensions of all existing and proposed water and sewer mains, public or private, and all existing and proposed streets and rights-of-way to be held privately or dedicated to the city.
6. Parking areas, loading areas, and landscaping areas.
7. The location of all access points which access a public street or right-of-way.
8. Block and lot locations including dimensions and number or letter designations.
9. The lengths and bearings of all straight lines, curve radii, arcs, and semi-tangents of all curves.

10. All dimensions along the lines of each lot with the true bearings and also any other data necessary for the location of any lot in the field.
11. Suitable primary control points, approved by the city, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data given on the plan shall be referred.
12. The location of all permanent monuments, property corners, and lot corners.
13. The names of all immediate adjacent subdivisions.
14. The date, true north point, scale, datum plane, and date of survey.
15. The boundary of the binding site plan, the courses and distances marked thereon, as determined by a field survey made by a registered and qualified land surveyor of the state, and with an allowable error not to exceed one foot in 5,000 feet.
16. The elevations of all permanent monuments based on datum plane approved by the city.
17. Certification by a registered land surveyor of accuracy of the binding site plan map and survey.
18. Location and dimensions of all irrigation water rights-of-way.
19. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth.
20. The scale of the binding site plan shall be not more than 100 feet to the inch. Except that the city, subject to a request prior to binding site plan submittal, may approve an alternative binding site plan map scale not to exceed 200 feet to the inch.
21. If the binding site plan is a redivision or amendment to or alteration of an existing binding site plan, the parcels or lots of the preceding binding site plan shall be shown by dotted lines in their proper positions in relation to the new arrangement of the binding site plan, the binding site plan being so clearly shown in solid lines as to avoid ambiguity.
22. The applicant's land surveyor shall set all required monuments and shall stake all lot corners as shown on the binding site plan before the binding site plan is submitted for approval.
23. a vicinity map at a scale of not more than 400 feet to the inch. Except that the city, subject to a request prior to plat submittal, may approve an alternative vicinity map scale exceeding 400 feet to the inch. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision may connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property to produce an advantageous development of the entire neighborhood.
24. The street address for the binding site plan will be assigned by the city.
25. United States Bureau of Reclamation horizontal and vertical data including benchmarks.
26. Any deed restrictions or covenants existing or proposed shall be described and drawn on the binding site plan map and/or in the other documents submitted with the binding site plan application and map.
27. The applicant shall submit all parcel and boundary closures to the city at the time the applicant submits the binding site plan map and application.
28. A plat certificate from a title company licensed to do business in the state of Washington and dated within 30 days of the date of submitting the binding site plan application to the city confirming that the title of the land as described and shown on the binding site plan is in the name of the owners signing the binding site plan and the developer agreement.
29. A certificate from the Pend Oreille County treasurer indicating that all taxes and assessments on the land and improvements included in the binding site plan have been paid according to the provisions of RCW 58.08.030 and 58.10.010 as now enacted or hereafter amended.
30. All easements and covenants proposed to run with the land.
31. A completed SEPA environmental checklist as required by law.
32. A nonrefundable filing fee as provided in the city's fee schedule.
33. The binding site plan application shall also be accompanied by 12 copies of the binding site plan and map.

**Final Planned Development Approval:** This permit provides more flexibility in site planning and allows for grouping buildings for privacy, usable and attractive open spaces, safe circulation, mixed uses, and general well-being of residents. An approval is valid for two years and includes a \$1,500.00 fee.

**Plat Vacation or Alteration:** This allows for the vacation, deletion, or alteration of a dedicated right-of-way or easement. Public hearing required before City Council. After approval, a revised plat shall be filed with the county auditor.

**Street Vacations:** This permit includes a \$200.00 fee plus compensation determined by the City Council. Public hearing required before City Council.



## Type 4 Permits: Legislative

### Type 4 permits require a public hearing before the Planning Commission and final adoption before City Council.

**Annexation:** All land proposed to be annexed to the city must be within the urban growth area (UGA) and zoned according to the future land use map and comprehensive plan. The petition fee is \$600.00.

**Comprehensive Plan Amendment:** The city's comprehensive plan may not be amended more than once per year. Amendments must be submitted by June 30<sup>th</sup> for potential processing. Applications include a \$500.00 fee.

Docketing Process:

1. Written requests with all relevant supportive or explanatory material as determined to be applicable by staff shall be submitted to the city. All plan amendment requests deemed to be complete shall be docketed for possible consideration.
2. The docketed list of proposed amendments shall be presented to the planning commission within 60 days of the closing date. The planning commission shall make a recommendation to the city council whether or not to move forward.
3. The city council, after a recommendation from staff and the planning commission, can recommend that an amendment be processed in the current amendment cycle, that the amendment remain on the docket list for future consideration, or that the amendment be denied further consideration.

**Future Land Use Map Amendment:** The city's future land use map may not be amended more than once per year. Amendments must be submitted by June 30<sup>th</sup> for potential processing.

Docketing Process:

1. Written requests with all relevant supportive or explanatory material as determined to be applicable by staff shall be submitted to the city. All amendment requests deemed to be complete shall be docketed for possible consideration.
2. The docketed list of proposed amendments shall be presented to the planning commission within 60 days of the closing date. The planning commission shall make a recommendation to the city council whether or not to move forward.
3. The city council, after a recommendation from staff and the planning commission, can recommend that an amendment be processed in the current amendment cycle, that the amendment remain on the docket list for future consideration, or that the amendment be denied further consideration.

**Development Regulation Revision:** A request to revise the Development Regulations in the Newport Municipal Code may be submitted for processing at any time. In general terms, applications shall be processed by the City in accordance with the following procedures, unless notified in writing:

1. Determination of complete application.
2. Issuance of a SEPA Threshold Determination, if required (may be combined with Notice of Application).
3. Distribution of a Notice of Application.
4. Preparation of a staff report containing relevant information about the application and a Determination of Consistency. This report may also include a staff recommendation and shall be distributed to the Planning Commission before the open record public hearing.
5. An open record public hearing conducted by the Planning Commission; applicant shall be given the opportunity to present the proposed amendment, and interested parties shall be allowed to make comments and submit written testimony.
6. Distribution of the proposed amendments to state agencies, as appropriate, for review and comment.
7. The recommendation of the Planning Commission along with a complete copy of the record shall be provided to the City Council for review prior to their decision.
8. City Council review and action.

**Site Specific Rezone:** Appeals must be filed in Superior Court through the Pend Oreille County Rezone & Future Land Use Map Amendment Application. The following criteria will be used to determine the recommendation of the proposed amendment:

1. Conditions in the vicinity of the proposal have markedly changed since the site was designated.
2. The proposal is limited in scope and can fit within the Community Development Department's work program for the current year.
3. The proposal bears a substantial relationship to the promotion and preservation of public safety and welfare.
4. The proposal will result in long-term benefits to the community as a whole and is in the best interest of the community.
5. The proposal complies with the applicable goals and requirements of the Growth Management Act.

The application includes the following requirements for a site plan drawn to scale:

1. Septic systems and drain field
2. Proposed boundary line adjustment
3. Location of existing and proposed structures
4. Locations of existing and proposed roads/driveways
5. Property lines and dimensions of parcel
6. Distances between structures and parcel lines
7. North arrow and scale
8. Distances between structures and waterbodies