



# Master Land Use Development Application

## 1. General Information:

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

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

Applicant (or Applicant's Representative – see page 3 for authorization):

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (If different than Applicant)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address for correspondence and invoices:

\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 2. Project Information:

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

---

---

---

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

### 3. Requested Land Use Development Permits:

Please check all permits requested with the proposed development on the table on the next pages. 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 of **any** land use submittal. Reference the Master Land Use Development Instructions page (pgs. 4-7) 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>___ Lot Line Adjustment</li> <li>___ Clearing &amp; Grading Permit</li> <li>___ Code Interpretation</li> <li>___ SEPA Action</li> <li>___ Shoreline Authorization</li> <li>___ Short Plat Approval (9 or fewer lots)</li> <li>___ Site Plan Review</li> <li>___ 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>___ Conditional Use Permit</li> <li>___ Variances</li> <li>___ Preliminary Binding Site Plan Approval</li> <li>___ Preliminary Plat Approval (10 or more lots)</li> <li>___ Preliminary Planned Development Approval</li> <li>___ RV Parks</li> <li>___ Shoreline Conditional Use Permit</li> <li>___ Shoreline Substantial Development Permit</li> <li>___ 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>___ Final Plat Approval (10+ lots)</li> <li>___ Final Binding Site Plan Approval</li> <li>___ Final Planned Development Approval</li> <li>___ Plat Vacation or alteration **</li> <li>___ 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>___ Annexation</li> <li>___ Comprehensive Plan Amendment</li> <li>___ Future Land Use Map Amendment</li> <li>___ Development Regulation Change</li> <li>___ 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 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), deposit if applicable, 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: \_\_\_\_\_

I am the owner of the property listed on this application. Section 5 is not required.  
If not the owner, obtain authorization signature from owner in section 5.

**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 application; to provide supplemental information in support of the request. 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 Authorization**

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

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

**Designated Representative**

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

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

**FOR CITY USE**

Date Stamp Received:

Fee(s): \_\_\_\_\_

Deposit(s): \_\_\_\_\_

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

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

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

# 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 the required information and materials are submitted.

There are four (4) Permit types outlined in Newport Municipal Code.

- **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.

Preapplication Meeting – Please see Preapplication Checklist for requirements and fee			
Applicant consults Development Instruction packet – prepares submittal with all required materials			
Applicant submits complete submittal packet to the City of Newport			
Submittal is reviewed for completeness			
Issue Determination of Completeness or request for additional information			
Type 1	Type 2	Type 3	Type 4
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**



	Lot Line Adjustment	Clearing & Grading Permit	Code Interpretation	SEPA Action	Shoreline Authorization	Short Plat (9 or fewer lots)	Site Plan Review	Temporary Use Permit
<b>Preapplication Meeting (\$500 fee)</b>						X		
<b>Master Land Use Development Application</b>	X	X	X	X	X	X	X	X
<b>Project Narrative (address applicable code sections) and Map/Survey as applicable</b>	X		X		X	X	X	X
<b>Legal Description</b>	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	X	
<b>Mailing List within 300 feet and labeled Envelopes (cannabis 1,000 feet)</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	
<b>Landscape Plan</b>					X	X	X	
<b>Architectural Drawings (elevations)</b>								
<b>Preliminary Plat</b>								
<b>Final Plat</b>								
<b>Development Fees:</b> This is in addition to pass through fees for planning review and hearing examiner fees	\$50	\$25	\$75	\$350	\$75	\$400	\$300	\$20/ month
<b>Deposit Amounts</b> Expenses will be billed at cost and refunds will be issued on completion.	\$300	\$300 *	N/A	\$500	\$300	\$1500	\$1000	N/A

Projects may require a critical area permit; consult with staff via a preapplication meeting to determine the status of your project.

Projects may be exempt from SEPA review; consult with staff to determine the status of your project.

\*Deposit on Clearing & Grading permit will be determined on a case-by-case basis.

**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>Preapplication Meeting (\$500 fee)*</b>	X	X	X	X	X	X	X	X	X
<b>Master Land Use Development Application</b>	X	X	X	X	X	X	X	X	X
<b>Project Narrative (address applicable code sections) and Map/Survey as applicable</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>Mailing List within 300 feet and labeled Envelopes (Cannabis 1000 ft)</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> This is in addition to pass through fees for planning review and hearing examiner fees.	\$400	\$350	\$400	\$1,500	\$1,500	\$400	\$250	\$250	\$250
<b>Deposit Amounts</b> Expenses will be billed at cost and refunds will be issued on completion.	\$1500	\$750	\$1000	\$2500	Variable Based on Site	\$1000	\$300	\$300	\$300

\*if requested. The City Administrator can choose to waive the preapplication meeting fee at their discretion.

**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>Preapplication Meeting (\$500 fee)*</b>					
<b>Master Land Use Development Application</b>	X	X	X	X	X
<b>Project Narrative (address applicable code sections) and Map/Survey as applicable</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>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> This is in addition to pass through fees for planning review and hearing examiner fees	\$1,500	\$400	\$1,500	\$400	\$200 plus dedication
<b>Deposit Amounts</b> Expenses will be billed at cost and refunds will be issued on completion.	\$1500	\$750	\$500	\$500	\$500

\*if requested. The City Administrator can choose to waive the preapplication meeting fee at their discretion

**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 Regulation Change	Site Specific Rezone
<b>Preapplication Meeting (\$500 fee) *</b>					
<b>Master Land Use Development Application</b>	X	X	X	X	X
<b>Project Narrative (address applicable code sections) and Map/Survey</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>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> This is in addition to pass through fees for planning review and hearing examiner fees	\$600	\$500	\$400	\$400	\$400
<b>Deposit Amounts</b> Expenses will be billed at cost and refunds will be issued on completion.	\$1500	\$1000	\$750	\$750	\$750

\*if requested. The City Administrator can choose to waive the preapplication meeting fee at their discretion.



# Permit Types Detailed Overview

## Preapplication Meeting

### Prior to any permit application, a preapplication meeting is encouraged.

The purpose of a preapplication meeting is to identify and discuss the proposed project or development activities, permit procedures, processing requirements, permit fees, schedules, and information that will be necessary for project review. The mayor or his/her designee may invite representatives from City departments and other affected agencies to attend. Some permits require a formal preapplication meeting.

#### Preapplication meetings are required for the following applications:

- Prior to submission of a binding site plan application and map (NMC 17.05.100.K.1)
- Prior to any other Type 2 Permit applications (NMC 17.06.080.D)
  - Conditional Use Permit
  - Variances
  - Preliminary Binding Site Plan Approval
  - Preliminary Plat Approval (10 or more lots)
  - Preliminary Planned Development Approval
  - RV Parks
  - Shoreline Conditional Use Permit
  - Shoreline Substantial Development Permit
  - Shoreline Variance
- Prior to a Critical Area permit and report submittal (NMC 17.10.020.F.1)

#### Preapplication Meeting Steps:

1. Applicant contacts the planning department to schedule a pre-application meeting. Confirm time, date, and location.
2. Applicant prepares preliminary documentation – refer to specific permit checklists for a concept of the application submittal packet.
3. During preapplication meeting, the applicant presents the conceptual plan/idea, and representatives of affected departments will respond informally and address potential items of concern to aid the applicant for submittal.

Fee: \$500\* Plus actual costs incurred by the City.

*\*The City Administrator may choose to waive the preapplication meeting fee at his or her discretion.*

## Type 1 Permits:

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

NMC 17.06.030 provides the processing procedure for all Type 1 permits.

#### Lot Line Adjustment – NMC 17.05.070:

This permit allows for minor changes in the configuration of the property line.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Project narrative and a survey map showing the existing and proposed property lines, including all lot line dimensions and distances to all existing structures.
3. A legal description of the existing and proposed property configuration.
4. A property Title Report.
5. 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.

### **Clearing & Grading Permit:**

This permit enforces standards for clearing and grading to protect private property, water quality, environmentally sensitive areas, shorelines, and priority habitats. All development activities must be compliant with the clearing and grading provisions found in NMC 17.03.070.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Legal Description of the property.
3. A SEPA checklist, unless determined to be exempt.
4. A Site Development Plan.

### **Code Interpretation:**

Code interpretation is a formal statement regarding the meaning or requirements of a particular provision in the Newport Municipal Code. The City will render a formal interpretation of a development regulation upon request and issue a written administrative interpretation within 30 days (NMC 17.01.030.B). In the event of conflict of provisions, lack of clarity, or the uncertainty of the applicability of a provision, the Mayor or his/her designee (in this case the City Administrator) is authorized to make such administrative code interpretations as may be necessary to implement these regulations in accordance with the provisions of the Newport Comprehensive Plan, the Washington State Growth Management Act, and the Washington State Shoreline Management Act. Additionally, “parcels not classified on the official zoning map are subject to an administrative code interpretation and shall be subject to the regulations of the LDR district pending further classification” (NMC 17.02.010.C).

Furthermore, all appeals of interpretations or actions regarding Type 1 reviews can be filed within 15 days of the interpretation or action (NMC 17.06.150 and 17.01.030.B).

The application shall include the following:

1. A completed Master Land Use Development application and applicable fees.
2. A project narrative describing the description, code section, and nature of the development regulation in question. Requests which include robust context for the interpretation of a particular regulation aid in the interpretation.

### **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).

1. After submission of a SEPA checklist and prior to a threshold determination, the City shall notify the applicant if it is considering issuing a DS.
2. If a preliminary SEPA threshold determination was not made in conjunction with a notice of application, and no probable significant adverse impacts are anticipated, a determination of non-significance shall be issued, and a 15-day comment period may be required.
3. If a pre-decision open record public hearing is required, the SEPA threshold determination must be issued at least 15 days before the hearing.
4. If the City makes a SEPA determination of significance (DS) concurrently with the notice of application, the notice of application shall be combined with the determination of significance and scoping notice.

5. Whenever the City makes a threshold determination, it shall seek to include the public notice for this SEPA action with the notice of application or notice of decision for any associated land use application(s) or permits.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. The legal description of the project location.
3. A SEPA Checklist (unless determined to be exempt).
4. A site development plan.

### **Shoreline Authorization:**

Shoreline authorization is required for development activity or use not included in the Shoreline Substantial Development Permit (SSDP) requirements. Per the Department of Ecology's "Shoreline Permitting Manual: Guidance for local governments", these activities must meet the precise terms of WAC 173-27-040. Pend Oreille County's Shoreline Master Program was adopted in 2023. You may access at <https://www.pendoreille.gov/media/18041>.

The application shall include the following:

1. A completed Master Land Use Application and applicable fees.
2. A Project narrative identifying compliance and conformance to necessary regulations of WAC 173-27-040.
3. The Legal Description of the project location.
4. A SEPA Checklist (unless determined to be exempt).
5. Shoreline Development Diagram.
6. Critical Areas Description/Plan.
7. A site development plan.
8. A landscape plan.

### **Short Plat Approval (9 or fewer lots) NMC 17.05.080:**

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.

The application shall include the following:

1. A complete Master Land Use Development application and applicable fees.
2. Three copies of a survey 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.
3. A legal description of the property.
4. The total property owned by the applicant, adjacent to the parcel being subdivided, shall be accurately indicated on the survey map.
5. All adjacent property and owners shall be clearly shown on the survey map.
6. A Critical Areas description/plan.
7. A site development plan.
8. A landscape plan.
9. A completed SEPA checklist or documentation, if applicable.
10. Project narrative addressing conformance with 17.05.080(C).

### **Site Plan Review – NMC 17.05.040:**

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.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Site development and landscape plans that are drawn to scale and stamped by a licensed professional, which include:
  - i. The location and dimension of the lot(s).
  - ii. Existing topography and natural features.
  - iii. Existing and proposed structures and the proposed uses.
  - iv. Proposed grading, drainage facilities, and location of storage, if applicable.
  - v. 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.
  - vi. The location of existing and proposed water, storm, and sanitary sewer lines.
  - vii. The nature, location, dimensions of the critical resource area or floodplain area, if any, on or adjacent to the site.
  - viii. All required technical reports prepared by experts with demonstrated qualifications in the area(s) of concern.
  - ix. Drawings of proposed building elevations, noting material types and color.
  - x. Any additional information deemed necessary by the City.
3. The project narrative and survey map if applicable.
4. A legal description of the property.
5. A title report.
6. A SEPA checklist.
7. Critical Area plan.

### **Temporary Use Permit – NMC 17.05.03:**

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 permit is valid for a maximum of six months in a calendar year, provided that a Temporary Use Permit may be renewed annually for not more than six months at a time.

The application shall include the following:

1. A completed Master Land Use Development application and applicable fees.
2. A Project narrative and site map including: a description of the location where the business will be conducted, dates and hours of operation, a diagram of the proposed site layout including ingress and egress if any, parking and/or location of proposed facilities (carts, trailers, seating, garbage receptacles, etc.)
3. A legal description of the property.
4. Applicants must have a business license endorsement for the City of Newport and be current in any tax obligations to the State of Washington, Pend Oreille County, and the City of Newport. Documentation of such may be required by the City.
5. Written authorization by the owners of the property.
6. Tri-County Health Food Service Permit and Food Handler card (if applicable).
7. If on City property, the applicant agrees to make the City of Newport an additional insured on their insurance policy and provide a copy of the Certificate of Insurance.

## **Type 2 Permits: Hearing Examiner**

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

**Unless waived in writing by the City Administrator, all type 2 permits require a preapplication meeting (NMC 17.06.0800).**

#### **Conditional Use Permit – NMC 17.05.020:**

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 application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Project Narrative describing how the project conforms to NMC 17.05.020.
3. A legal description of the property.
4. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant, and make a payment to the City sufficient to cover the cost of postage and advertising

#### **Variances - NMC 17.05.05:**

This permit ensures that the physical characteristics of a property are not deprived of privileges often found by other properties in the same zone.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Project Narrative describing how the project conforms to NMC 17.05.050
3. Legal Description of property
4. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant and make a payment to the City sufficient to cover the cost of postage and advertising.

#### **Preliminary Binding Site Plan Approval – NMC 17.05.100:**

The binding site plan process is an alternative method of subdividing commercial or industrial property. The permit is valid for one year. An extension may be requested from City Council.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. 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).
3. The title shall include the type of binding site plan (commercial, industrial, mobile home park, or recreational vehicle park).
4. 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.
5. The names, locations, and purposes of all existing and proposed easements.
6. 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.
7. Parking areas, loading areas, and landscaping areas.
8. The location of all access points which access a public street or right-of-way.

9. Block and lot locations including dimensions and number or letter designations.
10. The lengths and bearings of all straight lines, curve radii, arcs, and semi-tangents of all curves.
11. 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.
12. 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.
13. The location of all permanent monuments, property corners, and lot corners.
14. The names of all immediate adjacent subdivisions. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant and make a payment to the City sufficient to cover the cost of postage and advertising.
15. The date, true north point, scale, datum plane, and date of survey.
16. 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.
17. The elevations of all permanent monuments based on datum plane approved by the City.
18. Certification by a registered land surveyor of accuracy of the binding site plan map and survey.
19. Location and dimensions of all irrigation water rights-of-way.
20. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth.
21. 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.
22. 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.
23. 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.
24. 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.
25. The street address for the binding site plan will be assigned by the City.
26. United States Bureau of Reclamation horizontal and vertical data including benchmarks.
27. 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.
28. 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.
29. 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.
30. 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.
31. All easements and covenants proposed to run with the land.
32. A completed SEPA environmental checklist as required by law.
33. The Master Land Use Development application shall be accompanied by 12 copies of the binding site plan and map.

## **Preliminary Plat Approval (10 or more lots) – NMC 17.05.090:**

This permit provides a simplified process to divide property into ten or more lots and a review of the impact that those lots may have on the surrounding areas.

The application shall include the following:

1. A completed Master Land Use Development Application.
2. Two copies of the survey 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.
3. A vicinity map.
4. A legal description of all lands included in the proposed preliminary subdivision signed by a licensed land surveyor.
5. Name of the proposed subdivision, name of the subdivider, and name of the person preparing the preliminary plat.
6. Location of adjacent and adjoining platted areas and subdivisions showing relationships and match to all connecting streets, rights-of-way, utilities, and easements.
7. All land that the applicant proposes to subdivide and all land immediately adjacent extending 100 feet in all directions from the site perimeter.
8. 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.
9. Completed SEPA checklist or documentation.
10. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant and make a payment to the City sufficient to cover the cost of postage and advertising.
11. 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: – NMC 17.05.060:**

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. Applicable to lots of 5 acres or more. An approval is valid for two years.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
  - i. Project Narrative describing how the project conforms to NMC 17.5.060.
  - ii. Planned Development Exhibit Map illustrating site layout and applicable standards
  - iii. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant, and make a payment to the City sufficient to cover the cost of postage and advertising
2. If the applicant is proposing an RV Park, the application must meet these standards as well as Binding Site Plan standards.

## **Shoreline Master Plan Permit Requirements**

Given the limited Shoreline area affecting the City of Newport, the City has participated in the Pend Oreille County's Shoreline Master Program that adopted in 2023 <https://www.pendoreille.gov/media/18041>.

Any shoreline development shall be processed in accordance with the procedures and requirements outlined in the governing Shoreline Master Program on file at Pend Oreille County.

**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.

**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.

**Shoreline Variance:** This permit is used to allow a project to deviate from Shoreline Master Program 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



## *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) – NMC 17.05.090:**

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. A preliminary Plat Approval is required.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Two copies of the survey 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.
3. A vicinity map.
4. A legal description of all lands included in the proposed preliminary subdivision signed by a licensed land surveyor.
5. Name of the proposed subdivision, name of the subdivider, and name of the person preparing the preliminary plat.
6. Location of adjacent and adjoining platted areas and subdivisions showing relationships and match to all connecting streets, rights-of-way, utilities, and easements.
7. All land that the applicant proposes to subdivide and all land immediately adjacent extending 100 feet in all directions from the site perimeter.
8. 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.
9. Completed SEPA checklist or documentation.
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 – NMC 17.05.100:**

The binding site plan process is an alternative method of subdividing commercial or industrial property. A preliminary Binding Site Plan is required.

The application shall include the following:

1. A completed Master Land Use Agreement and all applicable fees accompanied by 12 copies of the binding site plan and survey map.
2. 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).
3. The title shall include the type of binding site plan (commercial, industrial, mobile home park, or recreational vehicle park).
4. 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.
5. The names, locations, and purposes of all existing and proposed easements, legal description.

6. 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.
7. Parking areas, loading areas, and landscaping areas.
8. The location of all access points which access a public street or right-of-way.
9. Block and lot locations including dimensions and number or letter designations.
10. The lengths and bearings of all straight lines, curve radii, arcs, and semi-tangents of all curves.
11. 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.
12. 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.
13. The location of all permanent monuments, property corners, and lot corners.
14. The names of all immediate adjacent subdivisions.
15. The date, true north point, scale, datum plane, and date of survey.
16. 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.
17. The elevations of all permanent monuments based on datum plane approved by the City.
18. Certification by a registered land surveyor of accuracy of the binding site plan map and survey.
19. Location and dimensions of all irrigation water rights-of-way.
20. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth.
21. 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.
22. 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.
23. 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.
24. 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.
25. The street address for the binding site plan will be assigned by the City.
26. United States Bureau of Reclamation horizontal and vertical data including benchmarks.
27. 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.
28. 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.
29. 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.
30. 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.
31. All easements and covenants proposed to run with the land.
32. A completed SEPA environmental checklist as required by law.

## **Final Planned Development Approval – NMC 17.05.060:**

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. Upon written determination and decision from the Hearing Examiner on a Preliminary Planned Development Approval, the applicant will be required to obtain approval from the City Council.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
  - i. Project Narrative describing how the project conforms to NMC 17.5.060
  - ii. Planned Development Exhibit Map illustrating site layout and applicable standards
- iii. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant, and make a payment to the City sufficient to cover the cost of postage and advertising
2. Written decision from Newport Hearing Examiner
  - i. Narrative responding to any conditions or requirements from Hearing Examiner and how applicant is addressing those conditions.
3. If an applicant is proposing an RV Park, the application must meet these standards as well as Binding Site Plan standards.

## **Easement/ Right-of-Way/Street Vacations, Alteration or Deletion – NMC 17.05.120**

Applicant must submit in writing a request to vacate a right of way to City Council. This process requires a public hearing.

The application shall include the following:

1. A completed Master Land Use Development Application and applicable fees.
2. Letter to City Council requesting vacation and showing that the following are met as part of the request:
  - i. The alteration to the previously approved subdivision is in compliance with the Newport comprehensive plan and the development regulations.
  - ii. The public use will be served by the alteration to the previously approved subdivision.
  - iii. Exhibit Map illustrating right of way being vacated
3. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant and make a payment to the City sufficient to cover the cost of postage and advertising.

## *Type 4 Permits: Legislative*

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

### **Annexation NMC 17.01.050:**

It may be conditioned by a pre-annexation agreement to bring the subject property into compliance with current City platting requirements and development standards. The City Council may further condition acceptance of any annexation petition upon the completion of utility, street, sidewalk, or other improvements to City standards to ensure compatibility of the annexation area with existing City utilities, streets, sidewalks, or other improvements. All land proposed to be annexed to the City must be within the urban growth area (UGA), zoned according to the future land use map and comprehensive plan and must be contiguous to City limits.

### **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.

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 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 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 Change:**

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 Master Land Use Development 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 shall include the following:

1. A completed Master Land Use Development Application and applicable fees
2. A site development plan drawn to scale that includes:
  - i. Septic systems and the drain field.
  - ii. Proposed boundary line adjustment.
  - iii. Location of existing and proposed structures.
  - iv. Locations of existing and proposed roads/driveways.
  - v. Property lines and dimensions of parcel.
  - vi. Distances between structures and parcel lines.
  - vii. North arrow and scale.
  - viii. Distances between structures and waterbodies.
3. A project narrative that includes the legal description.
4. A title report.
5. A SEPA checklist
6. A mailing list and mailing labels for all property owners within 300 feet of the parcel in question and any adjoining parcels also owned or under the control of the applicant and make a payment to the City sufficient to cover the cost of postage and advertising.