

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



RESIDENTIAL SITE EVALUATION APPLICATION THIS IS NOT A PERMIT

Please read carefully and submit the required information and documents. Submit all required materials to the Pend Oreille County Community Development Department.

Site preparation shall NOT occur until the Site Evaluation Application process is approved in order to ensure all applicable building-permit and critical area buffers are maintained.

The Site Evaluation Application Fee is \$30.00 (exact cash or check only), payable to Pend Oreille County (or POC). The application and fee must be submitted directly to the Community Development Department by in-person drop off or mail delivery only. All fees are non-refundable.

Only complete applications will be accepted. Incomplete applications will be returned unprocessed.

General Information

1. When the review is completed, a copy of the approved plot plan and receipt will be emailed to the applicant. In addition, it will be available to the Building Inspector and all effected agencies if proposal requires their review.
2. An applicant may make an amendment to an existing approved Site Evaluation Application for a fee of \$5.00 if the change is within the existing footprint. If the change is substantial, the application fee is \$30.00. It is at the discretion of the Community Development Department to determine if the changes are substantial.
3. **Review and approval of this application does NOT vest or grandfather any development proposal.** Building or development permits must be applied for and/or secured from the appropriate permitting agency to vest a project. If Pend Oreille County adopts new regulations between the time of the Site Evaluation approval and the submittal of a complete application to the appropriate agency for a permit, the requirements of the new regulation must be adhered to as it applies to the project being applied for.

APPLICANT SIGNATURE(S)

I certify that the information contained in this application is true, complete, and accurate to the best of my knowledge. I understand that the information will be used by Pend Oreille County for determining whether this proposal meets all development requirements.

PROPERTY OWNER

DATE: _____

AGENT/APPLICANT

DATE: _____

Contact Information

Applicant: _____ Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Property Owner Information *(Write 'same' if applicable)*

Property Owner: _____ Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Property Information

Geographic ID #: _____

Short description of proposed activity: _____

Current property use: Residential Agricultural Timber Other

Please describe if 'Other' is checked: _____

Has a Site Evaluation Application been previously submitted? If so, what year? _____

Project Description

Proposed property use:

- Residential
- Agricultural
- Other _____

Proposed development:

- Residence
- Residence w/ attached garage
- Garage
- Pole building
- Power
- Deck
- Modular home
- Addition/Remodel
- Onsite sewage system
- Water

New Structures:

Building #1 height _____

Building #1 sq.ft. _____

Building #2 height _____

Building #2 sq.ft.: _____

Building #3 height _____

Building #3 sq.ft.: _____

Room Count:

Building #1 bedrooms _____

Building #1 bathrooms _____

Building #2 bedrooms _____

Building #2 bathrooms _____

Building #3 bedrooms _____

Building #3 bathrooms _____

Clearing and Grading:

of Acres _____

of sq.ft. _____

Clearing and grading of 1 acre

or more requires a Clearing

and Grading permit (No fee).

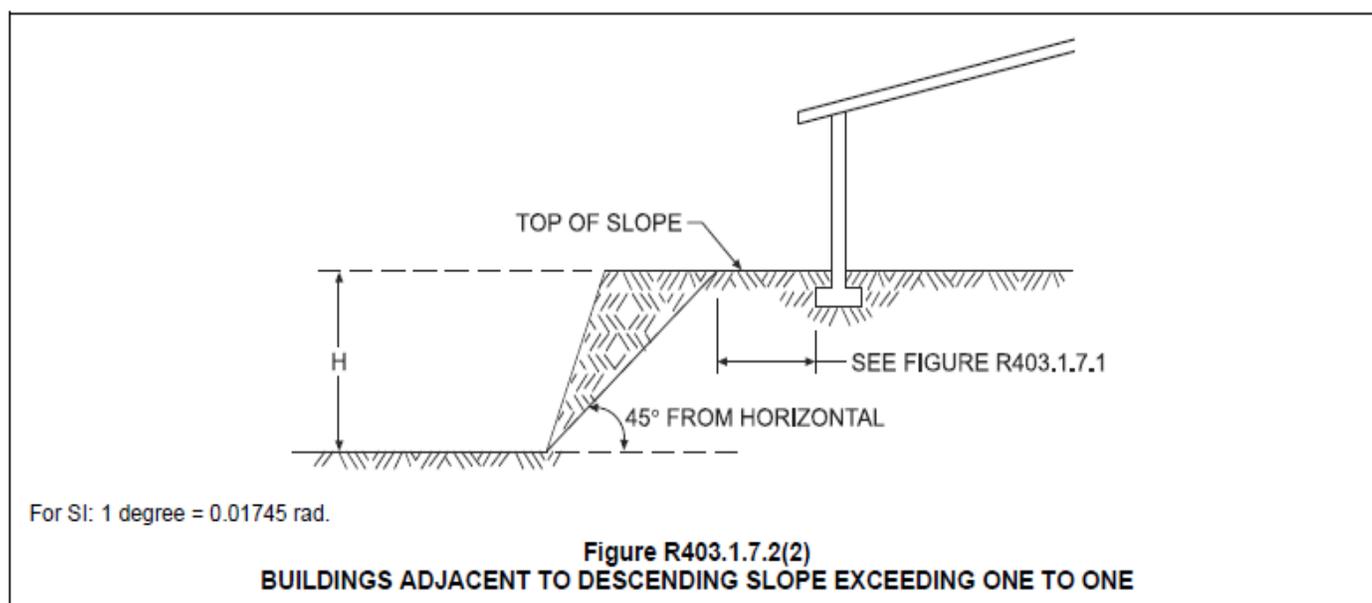
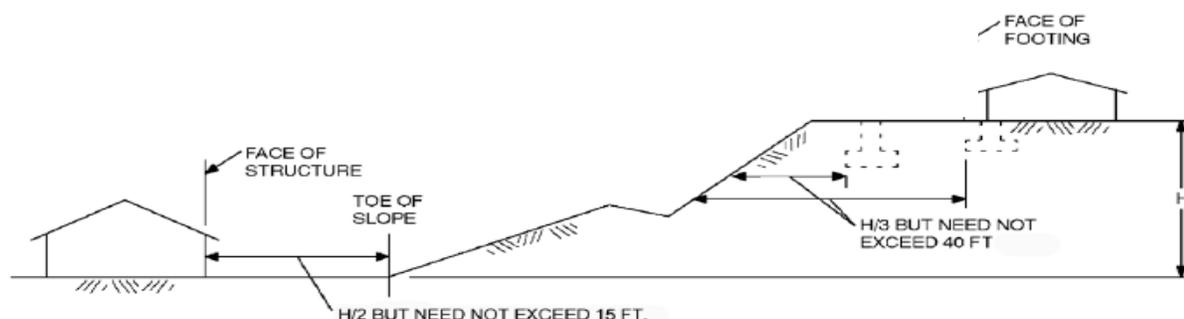
Existing Utilities (check all that apply):

- Power/Electric
- Community Water
- Community Septic
- Private Water (well)
- Onsite Sewage System

If you need assistance with your map, please use our public Site Planner, a research tool allowing users to see how property may be impacted by Pend Oreille County land use and development regulations. See attached instructions.

Link: <https://experience.arcgis.com/experience/99e6fec584db41bfb81feb53b62a7e5e>

EXAMPLE ELEVATION (SIDE) VIEW



An accurate and detailed site plan is required for this application. **The plot plan must show existing and proposed structures along with distances between all structures (existing and proposed) and distances from lot lines.** The following **MUST** be included in the attached site map:

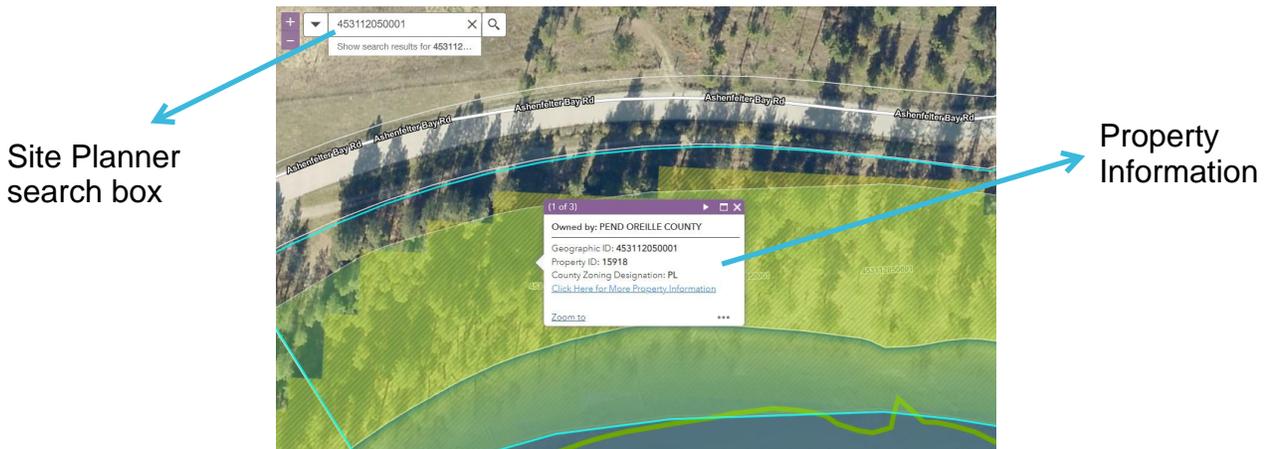
- Dimensions of the property (include whole parcel)
- North arrow
- Existing and proposed structure locations (Label all structures)
- Dimensions of all existing and proposed structures with measurements to property lines (from the eaves)
- Existing and proposed on-site septic systems, replacement drain fields, and proposed test holes (Show distances between on-site septic system and well)
- Existing and proposed wells and waterlines
- Utility easements for underground and overhead power lines
- Topography changes and/or % of flow/slope changes within the project area
- Lakes, creeks/streams/rivers (both year round and seasonal), wetlands, and floodplains. Please show the distance between surface water/ordinary high water marks and other existing or proposed features
- Existing and proposed driveways and roads (Show distances between roads and proposed structures)



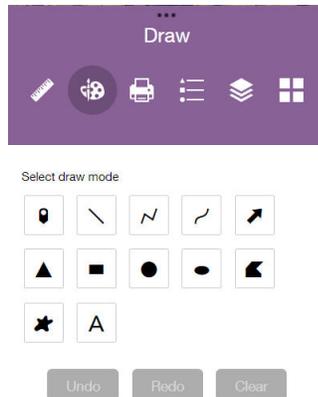
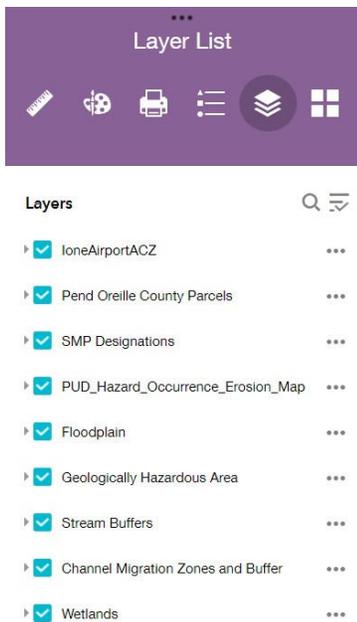
Online Site Planner Instruction Sheet

Link: <https://experience.arcgis.com/experience/99e6fec584db41bfb81feb53b62a7e5e>

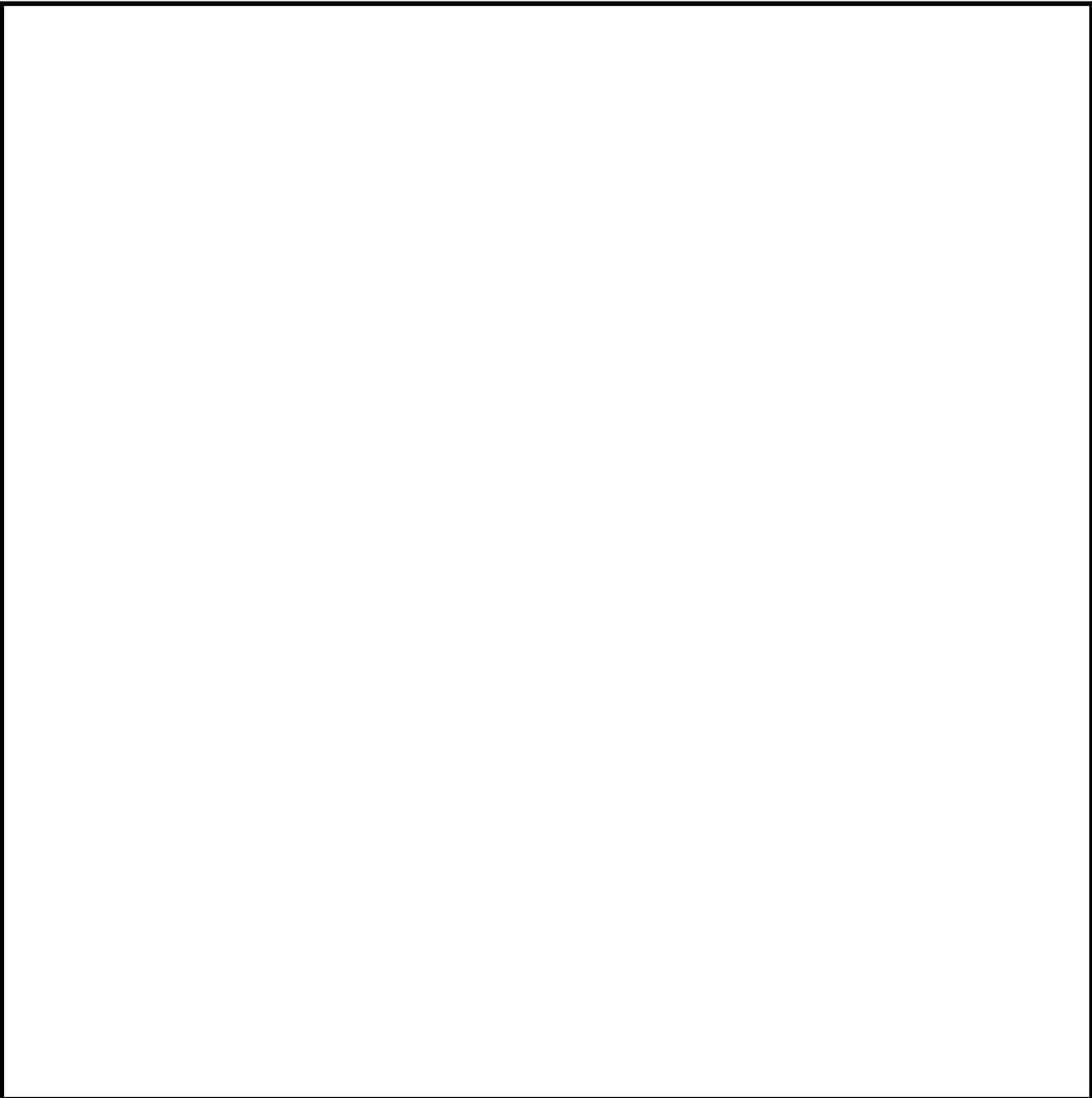
1. Click the link above
2. Type address, property ID#, or geographic ID# in the Site Planner search box



3. From here, the applicant may use the measurement tool, draw tool, and layer list tool to assist in planning the site map.



ARIAL VIEW
PLEASE COMPARE YOUR DRAWING TO THE SAMPLE FOR COMPLETENESS

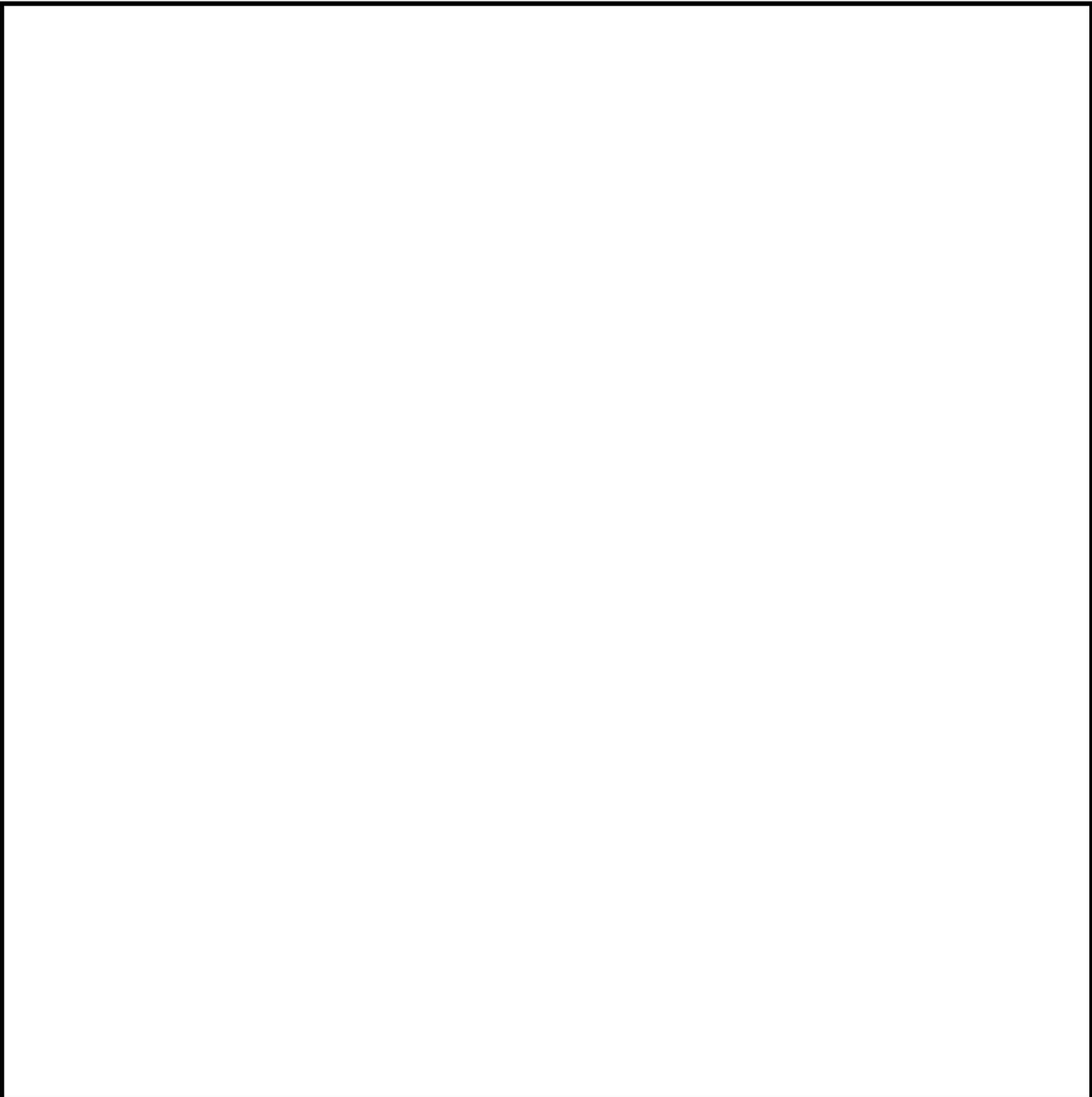


SITE ADDRESS	GEOGRAPHIC ID NUMBER	NORTH ARROW
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Please sign to confirm the site map above or any drawn site map attached with this application is accurate to the best of your knowledge.

Applicant Signature: _____ Date: _____

SIDE/ELEVATION VIEW
PLEASE COMPARE YOUR DRAWING TO THE SAMPLE FOR COMPLETENESS



SITE ADDRESS	GEOGRAPHIC ID NUMBER	NORTH ARROW
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Please sign to confirm the site map above or any drawn site map attached with this application is accurate to the best of your knowledge.

Applicant Signature: _____ Date: _____