

PEND OREILLE COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



COMMERCIAL SITE EVALUATION

General Information

- This evaluation is required to ensure that the applicant's project meets all the minimum code requirements for new development. These regulations/codes include (but not limited to): building, platting, zoning, shoreline, critical areas, setbacks, and required buffers.
- When the review is completed, a copy of the approved site plan and receipt will be emailed to the applicant. In addition, it will be forwarded to the Assessor, Northeast Tri-County Health District, and other applicable agencies and/or entities for review. Please add pendoreille.org to your allowed emails.
- Site prep **MUST NOT** occur until the Site Evaluation process is complete to ensure all applicable buffers are maintained/addressed.
- The Site Evaluation Application fee is \$30 (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. All fees are non-refundable. An applicant may make a change to an existing approved Site Evaluation for a fee of \$5.
- To help us review this evaluation in the most expeditious manner, only complete applications will be reviewed. Incomplete applications will not be processed. You will receive an email stating what information is missing to rectify delays in processing the evaluation.
- Review and approval of this evaluation does NOT vest or grandfather any development proposal. If Pend Oreille County adopts new regulations between the time of the Site Evaluation approval and the submittal of a complete building permit application, the new regulation must be adhered to as it applies to the project being applied for. It is the applicant's responsibility to know, follow, or obtain HOA/CCNR requirements.
- This evaluation is intended as a tool to determine if projects would meet county, state, and federal guidelines. Both owners and perspective buyers of Pend Oreille County parcels may employ this evaluation to determine feasibility for a given parcel.
- Commercial project proposals require architecturally drawn or engineered site plans drawn to scale and attached to this application.

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: _____

OR

AGENT/APPLICANT

DATE: _____

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Site Evaluation Application Checklist

An accurate and detailed site plan is required. **The site plan must show existing and proposed structures along with distances between all structures (existing and proposed) and distances from lot lines. Only complete evaluations will be reviewed.**

The following **MUST** be included on the site plan:

- ☐ North arrow
- ☐ Dimensions of the property
- ☐ Arbitrary contours to depict topography at site/project location
- ☐ Existing and proposed structure locations and dimensions (label all structures adjacent to proposed project)
- ☐ Existing and proposed wells and water lines
- ☐ Utility easements for underground and overhead power lines and the setbacks required from the overhead power lines.
- ☐ Lakes/creeks/streams/rivers (year around and seasonal), wetlands, and floodplains. Please show the distance between surface water/ordinary high water marks and all other existing or proposed features.
- ☐ Existing and proposed driveways and roads (show distances between roads and proposed structures). Label the roads/streets that border the property.
- ☐ Septic - existing or proposed including drain field/treatment area and reserve area