

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



SITE EVALUATION

In order to expedite the process, please read carefully and submit the required information and documents. Please submit all required materials to the Pend Oreille County Community Development Department.

General Information

- This application is required to ensure that the applicant's project meets all the minimum code requirements for new development. These regulations include platting, zoning, shoreline, critical areas, forest practices, and SEPA.
- 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 Northeast Tri-County Health District if the proposal needs their review.
- Site prep should NOT occur until the Site Evaluation Application process is complete in order to ensure all applicable buffers are maintained.
- **The Site Evaluation Application fee is \$30 (exact cash or check only)**, payable to Pend Oreille County. The application and fee must be submitted directly to the Community Development Department. All fees are non-refundable.
- An applicant may make an amendment to an existing approved Site Evaluation Application for a fee of \$5.
- Only complete applications will be reviewed. Incomplete applications will be returned unprocessed.
- This review is based upon regulations in effect on the date a complete application is received by the Community Development Department. **Review and approval of this application does NOT vest or grandfather any development proposal.** 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 county agency for a permit, the requirements of the new regulation must be adhered to as it applies to the project being applied for.
- This application can be used as a tool to determine if hypothetical projects on property currently not in the applicant's ownership would meet county guidelines.
- Commercial projects need 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: _____

AGENT/APPLICANT

_____ DATE: _____

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
Site Evaluation Application

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

Parcel # AND property ID #: _____

Short description of proposed activity: _____

Current property use: Residential Commercial Agricultural Timber Other

Please describe if 'Other' is checked: _____

Project Description

Proposed property use:

- Residential
- Commercial
- Other _____

Proposed development:

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

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 _____

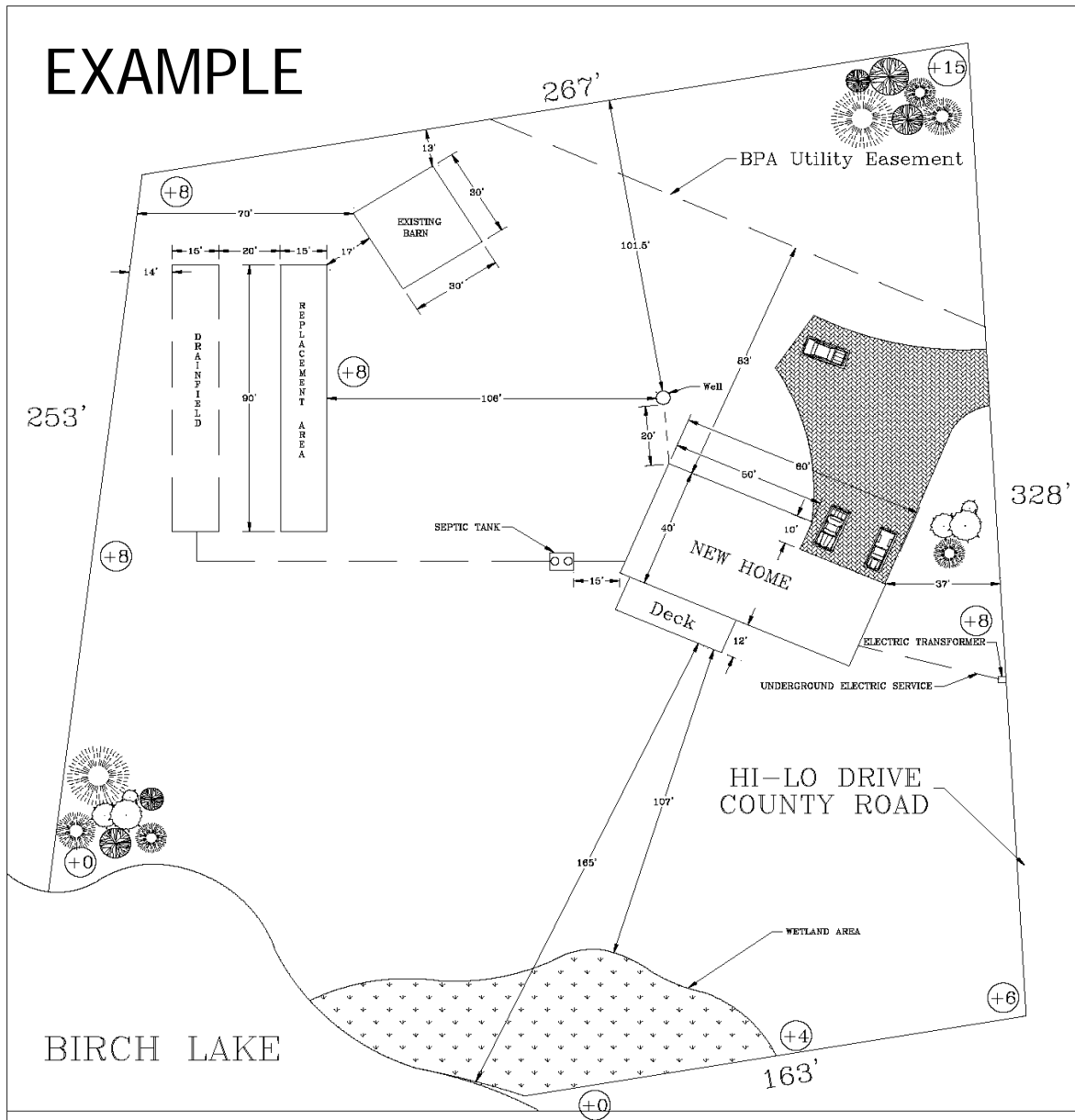
of sq.ft. _____

Clearing and grading of 1 acre

or more requires a Clearing

and Grading permit (No fee).

**PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
Site Evaluation Application**



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
- 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)


SITE PLAN ONLY ACCEPTED ON 8 ½" x 11" PAPER

**PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

Site Evaluation Application

Please compare your drawing to the sample for completeness.

Commercial projects need architecturally drawn or engineered site plans attached to this application.



SITE ADDRESS	PARCEL 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: _____