

Town of Mattawa
P.O. Box 965 ♦ Mattawa, WA 99349
(509)932-4037

DEVELOPMENT PERMIT APPLICATION

Date Received: By: Receipt No. File No.

Type of Permit You Are Applying For:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Preliminary Subdivision | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Site-Specific Rezone |
| <input type="checkbox"/> Plat Amendment/Vacation | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Variance | <input type="checkbox"/> PUD |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Administrative Appeal | <input type="checkbox"/> Other (please explain) |

Please submit all required site plans, special studies and/or narrative descriptions required for your permit with this application form.

Section A – Applicant, Property Owner and Property Information

1. Applicant:

Mailing Address: _____ Town: _____ State: _____ Zip: _____

Day Phone: _____ Fax: _____

Complete #2 only if an Agent is representing the applicant throughout the Permitting Process
(Only The Agent Will Receive All Correspondence And Notices Regarding This Application)

2. Authorized Agent

Mailing Address: _____ Town _____ State _____ Zip _____

Day Phone No. _____ Fax No. _____

3. Relationship Of Applicant To Property: Owner Purchaser Lessee Other:

Name, Address And Phone # Of Property Owner(S), If Other Than Applicant:

4. Location (Street Address, Including Town And Zip, Where Proposed Activity Exists Or Will Occur)

Primary Tax Parcel No. (Attach Additional Numbers):

Legal Description (Attach If Necessary):

Section D – Please Read and Sign the Following Acknowledgement

I (We) acknowledge that:

1. The information, plans, maps and other materials submitted on and with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal;
2. This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made.
3. The Town of Mattawa does not guarantee success of this permit application, and/or the issuance of an affirmative notice of action. The Town's assistance to the applicant(s)/owner(s) does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;
4. In the event of any legal proceeding to challenge this application, any environmental determination or any other aspect of the proposed development, the Applicant(s)/Owner(s) shall be solely responsible to defend such challenge and pay all court costs and attorney's fees necessary for such defense;
5. If the Applicant is not the owner of the real property which is the subject of the permit application, this application and acknowledgment shall also be executed by each owner;
6. Only that person identified in Section A as the "Authorized Agent" will receive correspondence and notices regarding this application.
7. All persons executing this acknowledgment in a representative capacity shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application.
8. If the applicant(s), representative(s) and/or owner(s) fail to respond to a request by the Town to submit additional information, or the applicant(s), representative(s) and/or owner(s) request, orally or in writing, that further processing be suspended or postponed, and if such failure to respond or requested suspension/postponement exceeds six months, the application shall be considered abandoned and all proposed development, uses and activities shall only be further considered in the submission of a new application and fees; and
9. This application does not constitute approval of the proposed development activity and it is acknowledged that additional permit applications and approvals may be necessary to conduct specific activities.

Dated: _____ Applicant _____

Applicant _____

Dated: _____ Owner _____

Owner _____

Site Plan Checklist

- Must be drawn to a standard engineering scale. Indicate the scale used.
- Must include North arrow.
- Boundaries (all property lines), dimensions, and area of lot/parcel (square feet or acreage).
- Land features such as top and bottom of slopes, direction of slope, ravines, location of wetlands, streams, lakes, rivers, ordinary high water mark of shoreline areas, fish and wildlife habitat.
- Location, size, and purpose of all existing structures (temporary or permanent) and proposed structures. Label each as existing or proposed.
- Existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- Locations, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc.
- Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.
- Distance between property lines and existing/proposed buildings and distances between buildings.
- Location and width of existing and proposed driveways/accesses serving each structure and any parking area. Include drainage facilities such as drains, detention ponds, catch basins etc.
- Name of roads bordering the property and indicate whether they are public or private.
- Indicate any and all easements (access, utility, drainage, etc.) on the property including their width.

I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: _____

Applicant Signature: _____ Date: _____