



- LAND USE PERMIT - MASTER APPLICATION FORM

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OFFICE USE ONLY

Received By: _____ Date: _____

Application No: _____

Associated SEPA No: (if applicable*): _____

*If SEPA is applicable, a completed SEPA checklist should be included with this application.

Fee Amount: \$ _____ (Total of land use permit(s), SEPA, and critical area fees (if applicable))

Deposit Amount: \$ _____

Name of Project: _____

Applicant/Contact Person	
Name	_____
Business/Entity:	_____
Address	_____
City	_____
State	_____ Zip _____
Phone	_____ Alt. _____
E-mail	_____

Owner(s)	
Name	_____
Name	_____
Address	_____
City	_____
State	_____ Zip _____
Phone	_____ Alt. _____
E-mail	_____

Site Location (Address): _____

Assessor's Parcel No: (Of property to be developed) _____

Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements.

Signature: _____ Date: _____

Owner or Owner’s Representative Statement:

I(We) _____ (name(s)) hereby affirm, under penalty of perjury, that I(we) am(are) the exclusive owner(s) of the property(ies) affected by this application, including any easements, or that I(we) am(are) the authorized representative(s) of the owner(s) in all matters pertaining to this application.

Signature: _____ Date: _____

Signature: _____ Date: _____

Requested Land Use Permits

Check all land use permits for which you are applying in the boxes provided below, and attach a supplemental application form for each checked application type: (Supplemental Application Forms provided by City)

Project Approval Type					
Type I	Type II	Type III	Type IV	Type V	Type VI
<input type="checkbox"/> Temporary use permit <input type="checkbox"/> Boundary line adjustment	<input type="checkbox"/> Preliminary short plat <input type="checkbox"/> Final short plat <input type="checkbox"/> Binding site plan <input type="checkbox"/> Type II home occupation permit <input type="checkbox"/> Variance – director approval <input type="checkbox"/> Site plan review <input type="checkbox"/> Residential condominium binding site plan review <input type="checkbox"/> Other (describe) _____	<input type="checkbox"/> Conditional use permits <input type="checkbox"/> Essential public facility permits <input type="checkbox"/> Special use permits <input type="checkbox"/> Variance – hearing examiner approval <input type="checkbox"/> Reasonable use exceptions (private/public)	<input type="checkbox"/> Subdivisions – final plats <input type="checkbox"/> Subdivisions – preliminary plats <input type="checkbox"/> Vacation of recorded subdivisions <input type="checkbox"/> Alteration of recorded subdivisions <input type="checkbox"/> Site-specific rezone <input type="checkbox"/> Preliminary planned unit development <input type="checkbox"/> Final planned unit development	<input type="checkbox"/> Zoning code amendment (text) <input type="checkbox"/> Zoning map amendment <input type="checkbox"/> Adoption of the development regulations and amendments <input type="checkbox"/> Adoption of the comprehensive plan and amendments <input type="checkbox"/> Annexations	<input type="checkbox"/> Zoning code amendment (text) <input type="checkbox"/> Adoption of development regulations and amendments <input type="checkbox"/> Amendment to capital facilities element pursuant to NMC 19.17.040(E)

Agreement to Pay Fees

By signing below I, the applicant, understand, acknowledge and agree (a) that the payment of fees and deposits associated with this application does not entitle me to an approved land use permit; (b) that my deposit will be drawn upon by the City to cover the City’s actual costs in processing this application, including the costs of City staff time and resources including, but not limited to, the costs of consultants hired by the City to review my application materials, including consultant studies and inspections, (c) that the deposit may need to be replenished if the City’s actual costs to complete my application exceeds the amount of deposit, and (d) the failure to replenish the deposit as requested by the City may result in delay or inability to process the requested land use permit application, as well as other possible sanctions. I further understand and agree that if the application process is completed and the deposit balance does not cover the final costs, a bill will be sent to me, in which case I will have 30 days to remit payment before the amount is deemed past due and subject to collection procedures, including potential referral to a collection agency:

Signature: _____ Date: _____

Section 1 – Site Information

Zoning Designation _____

Parcel/Lot Size _____ sq.ft. (or _____ acres).

Access to the site is by:

- Frontage on paved public road
 Frontage on unimproved public right-of-way
 Frontage on private road.

Private road is paved unpaved

Number of lots or dwelling unit currently served by private road: _____

Width of private road: _____ feet.

- Easement across private property.

Width of easement: _____ feet.

Number of lots served by the easement: _____

Existing Structures on the site?

- Yes Type of structure(s) _____
 No

Existing uses on the site: _____

Existing Easements on the site?

- Yes
Type: _____

Location (describe)

- No

Critical areas* on the site?

Slopes in excess of 40%: Yes No Unknown

Wetlands: Yes No Unknown

Streams: Yes No Unknown

Standing or running water (intermittent or continuous): Yes No

* If the yes box is checked on any of the above, critical area fees apply. If unknown at the time of application, critical area fees may be later assessed if critical areas are suspected or identified.

Sewer/Water. The site is currently served by:

- Public sewer Septic
 Public water Well

Section 2 – Project Description

Please provide a general description of the project or proposal:

Please describe the current conditions of the site:

What are sizes of proposed improvements (e.g. size of buildings, number of units, number of parking spaces, size of parking areas, total impervious coverage, etc.

Describe/summarize any difficult site parameters that may impact your proposed project or development: