



**DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954

Conditional Use Permit Application Checklist

**The following information must be submitted
or
the application will not be accepted at the counter**

office use only	
Counter Complete	
_____	_____
Intls	Date

Missing Items	Counter Complete	Items Needed
	<input type="checkbox"/>	Pre-application meeting date & file number (pull file)
<input type="checkbox"/>	<input type="checkbox"/>	Completed master application form (signed & all parcel #'s included)
<input type="checkbox"/>	<input type="checkbox"/>	SEPA checklist (signed)
<input type="checkbox"/>	<input type="checkbox"/>	Complete neighborhood meeting – Copy of notice Copy of mailing list Affidavit of mailing Copy of sign in sheet
<input type="checkbox"/>	<input type="checkbox"/>	Scaled site plan - See D.C. site plan checklist as a useful guideline: http://www.douglascountywa.net/departments/tls/pdf/SitePlanChecklistWeb.pdf
<input type="checkbox"/>	<input type="checkbox"/>	11x17 reduction of the site plan drawing
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of road or stormwater information required by Transportation Services. (see pre-application file)
<input type="checkbox"/>	<input type="checkbox"/>	Narrative of the project describing the proposal and consistency with county code.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check pre-application file to see if any additional studies are required. Geological risk assessment Cultural resources survey Reserve lot management plan Wetland delineation and rating, mitigation and management plan Fish & wildlife management & mitigation plan Parking plan Landscaping plan Recreation plan Other
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Douglas County fees – See pre-application form, recalculate fees if changed since pre-application meeting.

NOTE! The above required information is necessary to start the application review. Depending on the results of the review, additional information/materials may be required.