APPLICATION for DEVELOPMENT APPROVAL

Submit to Long Beach City Hall, 115 Bolstad Av., W, P.O. Box 310, Long Beach, WA 98631 Tel. 360-642-4421

APPLICATION TYPE

☐ **Short Plat** ☐ **Binding Site Plan** ☐ **Variance**

☐ **Long Plat** ☐ **Conditional Use Permit** ☐ **Other**_____

APPLICANT INFORMATION

Name_____ Telephone_____ Fax_____

Mailing Address_____ City/State/Zip_____

PROPERTY OWNER INFORMATION

Name_____ Telephone_____ Fax_____

Mailing Address_____ City/State/Zip_____

PROPERTY INFORMATION

Site Address_____ Plat Name_____ Gov. Lot_____ Tract_____

Section_____ Township_____ Range_____ Lot_____ Block_____ Div._____ Lot Size_____ Zoning Classification_____

Mortgagor/Lender_____ Telephone_____

Current/Prior Use of Property_____

DEVELOPMENT INFORMATION

Architect/Designer_____ **License/Certification**_____ **Telephone** _____

Civil/Structural Engineer_____ **License #**_____ **Telephone** _____

Other Designer/Consultant_____ **License/Certification**_____ **Telephone** _____

Design Review Required? ☐ YES (separate application required) ☐ NO

SEPA Checklist Required? ☐ YES (checklist must be submitted with application) ☐ NO

Lot Size _____

Project Type (check or fill in all that apply)

☐ Single-family Residential # of lots_____

☐ Multi-family Residential # of dwelling units_____

☐ Commercial type_____ building size (square feet)_____

☐ Other Non-residential type_____ building size (square feet)_____

1. Does the proposal create a new tax parcel or divide property ownership? ..... ☐YES ☐NO
2. Is the project located within 200 feet of any surface water? ..... ☐YES ☐NO
3. Does the proposal involve or require the crossing or filling of any wetlands, drainage systems, or ditches? ..... ☐YES ☐NO
4. Is the property located in an area that is subject to flooding? ..... ☐YES ☐NO
5. Are there any existing structures, water supply systems, or sewerage disposal systems on the property? ..... ☐YES ☐NO
6. Does the proposal require the displacement, removal, or placement of materials in excess of 50 cubic yards? ..... ☐YES ☐NO
7. Does the proposal change the existing use or classification of the subject property? ..... ☐YES ☐NO

NOTE: The City of Long Beach assumes no responsibility to notify applicants of state or federal permit requirements. If you think your project may require a state or federal permit, contact the City of Long Beach Community Development Department for information.

I hereby certify that I prepared or directed the preparation of this application and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed development. I understand that the City of Long Beach relies on the representations made herein in determining whether this application may be approved, and that false or inaccurate information may result in severe consequences, including (but not limited to) the removal at my expense of any site improvement constructed under this application. I further attest that I have the legal authority to submit this application, and I agree to comply with any and all conditions of approval related to this development proposal.

APPLICANT:_____ date:_____

PROPERTY OWNER:_____ date:_____

received by:_____ date:_____

City of Long Beach, Washington Application for Development Approval
Instructions to Applicants

This information is provided to assist you in submitting this application. Depending on the type of application you are submitting, a public hearing may be required. City staff will advise you on this matter. If a hearing is required, then you must submit with this application a complete and current list of all property owners located within 300 feet of the property you propose to develop. This information may be obtained through the Pacific County Assessor's Office. If you are uncertain whether a specific property is located within this 300-foot radius, you should include them. Public hearing dates are scheduled by the Hearings Examiner when needed. These dates will allow sufficient time for public notice to be published in the local newspaper, and to be mailed to surrounding property owners.

Also depending upon the type of application you are submitting, other city, state, or federal permits may be required. Again, city staff may be able to assist you in this determination. If state or federal approvals are required, they **must** be secured before the city will grant final approval of your project.

The city has the authority to approve, approve with conditions, or deny your application. If the application is approved with conditions, you may be required to post a bond or other surety to ensure that the conditions are met. The city's decision will be based upon the provisions of applicable city regulations including, but not limited to, the Zoning Ordinance, the Comprehensive Plan, the Shoreline Master Program, or the Unified Development Ordinance. These documents are available for your review at City Hall, or on the city's web site at "www.longbeachwa.gov." Copies may also be purchased at City Hall.

If your application is for a plat or a binding site plan, the standards by which your application will be reviewed are set forth in Chapter 15 of the City's Unified Development Ordinance.

If your application is for a Conditional Use Permit, the standards by which your application will be reviewed are set forth in Section 6 of the City's Zoning Ordinance.

If your application is for a variance, the standards by which your application will be reviewed are set forth in Section 11 of the City's Zoning Ordinance. Please review carefully the conditions described in subsection 11.02, as **each** of these five requirements must be met in order for a variance to be granted.

If you disagree with the city's decision regarding your application, you have the right to appeal the decision. Depending on who made the final decision, your appeal may be to the City Council or to Pacific County Superior Court. **Your opportunity to appeal is limited to <u>ten days</u> after the decision is made.**

Your application may require approval or initial review by the Planning Commission. The Commission usually meets on the second Monday of the month, and applications must be filed at least ten working days before the meeting date in order to be considered.

The application requires information about the applicant, the property owner, and the project. The applicant and the property owner must provide their names and contact information. Please provide us with telephone numbers where you can be reached during the day, or where we can leave a message for you. If the applicant and owner are the same, this information need only be provided once.

Both general and specific project information is required. The general information includes the site address, the zone in which the property is located, and a brief description of the proposed project. More detailed information is summarized on the application, and is shown on the plans that may accompany the application. All drawings submitted must be drawn to scale.

This is a generic application that is used for many types of projects, such as small additions, single-family homes, or commercial projects such as storefronts or larger buildings. Some of the information requested may not apply to your project.

The signatures of **both** the applicant and the property owner are required. If the applicant and the property owner are the same person, write "same" in one of the spaces. If the property is jointly owned, the signatures of all owners are needed.

If you have any questions about this application or the approval process, or if you need assistance, please contact the Community Development Department at 360-642-4421.