



# APPLICATION FOR DEVELOPMENT APPROVAL

Return to Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

## APPLICATION TYPE (circle those that apply)

Plat: short -- long    Boundary Line Adjustment    Variance: zoning -- shoreline -- critical areas    Binding Site Plan  
Conditional Use    Special Use    Shoreline Substantial Development    Other \_\_\_\_\_

## APPLICANT INFORMATION

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_

## PROPERTY OWNER INFORMATION (if different)

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_

## PROPERTY INFORMATION

Site Address \_\_\_\_\_ Plat Name \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Acres \_\_\_\_\_ Zoning \_\_\_\_\_  
Lender \_\_\_\_\_ Telephone \_\_\_\_\_  
Current/Prior Use of Property \_\_\_\_\_

## PROJECT INFORMATION

Architect/Designer \_\_\_\_\_ License/Cert \_\_\_\_\_ Telephone \_\_\_\_\_  
Engineer \_\_\_\_\_ License \_\_\_\_\_ Telephone \_\_\_\_\_  
Surveyor \_\_\_\_\_ License \_\_\_\_\_ Telephone \_\_\_\_\_

Design Review Required?     Yes (separate application required)     No  
SEPA Checklist Required?     Yes (must be submitted w/ application)     No

### Project Type (check or fill in all that apply)

Single Family Residential    # of lots \_\_\_\_\_  
 Multi-Family Residential    # of dwelling units \_\_\_\_\_  
 Commercial    type \_\_\_\_\_ building square feet \_\_\_\_\_  
 Other Non-Residential    type \_\_\_\_\_ building square feet \_\_\_\_\_

Does the proposal create a new tax parcel or divide property ownership? .....  Yes     No  
Is the subject property located within 200 feet of any surface water? .....  Yes     No  
Does the proposal involve or require crossing or filling of any wetland, drainage system, or ditch? .....  Yes     No  
Is the property located in an area subject to flooding? .....  Yes     No  
Are there existing structures or infrastructure or utilities on the property? .....  Yes     No  
Does the proposal require displacement, removal, or placement of materials in excess of 50 cubic yards? .....  Yes     No  
Does the proposal change the existing land use 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 believe your project may require a state or Federal permit, relay that information to the Long Beach Community Development Department.

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

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Office Use Only    Received by \_\_\_\_\_    Amount of fee paid \_\_\_\_\_  
Date \_\_\_\_\_    Project No. \_\_\_\_\_



## APPLICATION FOR DEVELOPMENT APPROVAL: INSTRUCTIONS TO APPLICANTS

Depending on the type of application you are submitting and the nature of your property and proposal, other city, state, or federal permits may be required. City staff will 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.

**Public Hearing.** 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, 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 property is located within 300 feet, you should include them. Public hearing dates are scheduled by the Hearings Examiner, and they are scheduled to allow sufficient time for public notice to be published in the local newspaper, and to be mailed to surrounding property owners.

**Approval or Denial.** 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 all conditions are met. The city's decision will be based upon provisions of applicable city regulations including, but not limited to, the Zoning Ordinance, Comprehensive Plan, Shoreline Master Program, or Unified Development Ordinance. These documents are available for your review at City Hall, or on the city's web site at [www.longbeachwa.gov](http://www.longbeachwa.gov). Copies may also be purchased at City Hall.

**Standards of Review.** The standards by which your application will be reviewed are set forth in the City's Unified Development Ordinance. If your application is for a variance, please carefully review the required showings described in Section 11-2D-1(B) of that ordinance; 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 Hearing Examiner, the City Council or to Pacific County Superior Court. Your opportunity to appeal is limited to fourteen (14) days after the decision is made; there is a required fee for filing an appeal.

**The Planning Commission.** 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.

**Required Information.** 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. All drawings submitted must be drawn to scale. This is a generic application that is used for many types of projects, and some of the information requested may not apply to your project.

**Required Signatures.** 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 questions about this application or the review process, or if you need assistance, contact the Community Development Department at 360/642-4421 or at [planner@longbeachwa.gov](mailto:planner@longbeachwa.gov).