

TOWN OF GRANITE FALLS

RESOLUTION NO. 84-4

A RESOLUTION ESTABLISHING INFORMATION REQUIREMENTS FOR LAND USE APPLICATIONS.

SECTION 1: INFORMATION REQUIRED FOR LAND USE APPLICATIONS

1.101 Purpose

The purpose of this Resolution is to set the information requirements necessary for the Town of Granite Falls Planning Commission, and Town Council to evaluate a proposed project.

1.102 Land Use Application Form

A land use application form shall be available in the Town Hall from the Town Clerk. The application form shall be applicable to land uses except single family residences with proper set-backs. The land use application form shall contain the following information: name, address and phone number of the applicant, legal owner of the lot or parcel on which the use is proposed, assessor's parcel number of the lot or parcel, a written description of the proposed use, and the nature of the proposed request.

1.103 Information Required for Land Use Applications

In addition to the information required on the land use application, the applicant must provide the following:

a) Mapped Information Required

- 1) Base Map: A map showing all existing major natural features including contour lines, and larger trees.
- 2) Tentative Plan: A map showing property boundaries, lot area in square feet, proposed lot lines, lot dimensions, and existing and proposed: right-of-way, street dimensions, easements, feasible building sites on each lot, northpoint, scale and date, name of owner or authorized person, and the engineer or surveyor preparing the map(s).
- 3) Utilities: Locations and size of existing and proposed utilities, including water and sewer, fire hydrants, storm-drains, electricity and communication lines. Also, include gallons per day requirements for proposed developments for water services and sewage.
- 4) Structures: Where applicable, a plan showing the location of proposed structures, their intended use, driveways, parking areas, storage areas, decks, patios, or other impervious surfaces with square footage indicated on the plan. Building plans and their vicinity maps are acceptable if square footages are indicated.

1.103 Continued

- 5) Hazards: Location of hazard areas as indicated on the Town's hazards maps, showing areas subject to flooding, landsliding, wetlands, sinkholes, or other hazards.
 - 6) Open Spaces: Location and square footages of open space, including common open space, open areas, buffers, screens, recreation facilities, or required landscaped areas.
- b) Written Information Required
- 1) Legal Description: Legal description of parcel or parcels involved in the proposal.
 - 2) Title Report: A preliminary title report, indicating any taxes or assessments as a lien against the property.
 - 3) Ownerships: Ownerships of the property or proposed development, adjacent property owners, homeowners association bylaws, ownership arrangements of common open space, private streets, and any covenants or deed restrictions.
 - 4) Supporting Evidence: Reasons to support requests for variances, conditional use permits, or Comprehensive Plan amendment.
 - 5) State Environmental Policy Act Checklist: A SEPA Checklist must be provided with the application form in compliance with the Town of Granite Falls SEPA requirements.
- c) Exceptions to the Required Mapped and Written Information

In cases where the proposed use is minor or where the Town Clerk rules that such information may not be required, one or more of the requirements listed in Section 1.103 a) and b) may be deleted. If the Planning Commission, in their review, feels that more information is required, they may request said additional information before reviewing the proposal.

SECTION 2: LAND USE APPLICATION PROCESS

2.201 Authority

The Town Clerk is responsible for receiving the land use application form, insuring that all required information is present and transmitting the application and appended information to the Planning Commission. The Planning Commission is responsible for reviewing the application to insure compliance with this resolution. The Planning Commission is responsible for reviewing all land use applications, with the exception of single family residences meeting the set-back requirements, and making recommendations to the Town Council. The Town Council is responsible for making all final decisions on land use applications.

2.202 Fees

The filing fee for all land use applications shall be \$25.00.

2.203 Application Procedure

The applicant shall present a completed land use application form, required information and the application fee to the Town Clerk. The application will be reviewed by the Town Clerk for completeness. The Town Clerk shall forward the SEPA Checklist to the Planning Commission. The Planning Commission shall review the SEPA Checklist and make a threshold determination according to the guidelines of the Granite Falls SEPA Ordinance.

All reasonable costs incurred by the Town for proper review of the application shall be paid by the applicant before a letter of approval will be issued.

2.204 Planning Commission Review

The Planning Commission shall review all land use applications for compliance with this resolution and any applicable ordinances. If the Planning Commission finds that the proposed use is not in compliance with all applicable ordinances, the application will be returned to the applicant with a written explanation of the reasons for denying the application. An applicant may resubmit the proposal if the proposed use is modified to insure compliance with the ordinance(s). If substantial construction of such use is not started within one year from the date of issuance, the applicant must submit a request for an extension of the permit.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in effect for six (6) months from date of passage.

This Resolution adopted this 28 day of March, 1984.

Loris Sawyer
Mayor, Town of Granite Falls

I, Gerry James, being first duly appointed, qualified and acting Clerk of the Town of Granite Falls, Washington, a Municipal Corporation, do hereby certify that the foregoing Resolution No. 84-4 is a full, true and correct copy of the original Resolution passed on the 28 day of March, 1984, and that the same was duly posted on the 28 day of March, 1984, at the following three public places of said Town.

1. U.S. Post Office
2. Town Hall
3. Konnerup's General Store

Attest: Gerry James
Clerk, Town of Granite Falls