



FACT SHEET - PUD Subdivision

P-2.6F

NEED FOR PERMIT: A Planned Unit Development (PUD) is a subdivision process that allows for mixed-use developments, with a coordinated blend of single family, multiple family, commercial, open spaces, and recreational amenities in urban and rural areas. (CCC 18.30).

COWLITZ COUNTY CODE / ORDINANCE REVIEW CRITERIA:

- CCC 18.10 Land Use Ordinance
- CCC 18.30 Planned Unit Development
- CCC 18.32.390-.710 Urban Subdivision
- CCC 19.15 Critical Areas Ordinance
- CCC 19.11 Environmental Policy - State Environmental Policy Act (SEPA)
- Comprehensive Plan

PRE-APPLICATION REVIEW:

- Required.
- Meetings held 4th Tuesday of each month.
- See Pre-Application Submittal Checklist Requirements and timelines.

DEPARTMENT PROCESSING TIME:

- Preliminary Plat Review once application is complete - 90-120 days.
- Final Plat Review once application is complete - 30-60 days.

APPLICATION SUBMITTAL - PRELIMINARY PLAT APPLICATION PROCESSING:

- Application determined complete.
- SEPA determination made 14-day review period begins; staff reviews project through required and applicable criteria.
- Staff writes staff report and schedules a quasi-judicial, open-record public hearing date in front of the Planning Commission and notifies the applicant, adjacent property owners, and publishes and posts legal notices.
- Staff forwards the Planning Commission recommendation to the Board of County Commissioners.
- The Board holds a closed-record, public hearing. The Board hears staff, the applicant and takes public testimony from parties of record and makes a decision to approve, approve with conditions or deny the application.

DURATION OF PRELIMINARY PLAT: Preliminary Planned Unit Development approval is effective for five (5) years within which time the applicant must complete and record a final binding site plan.

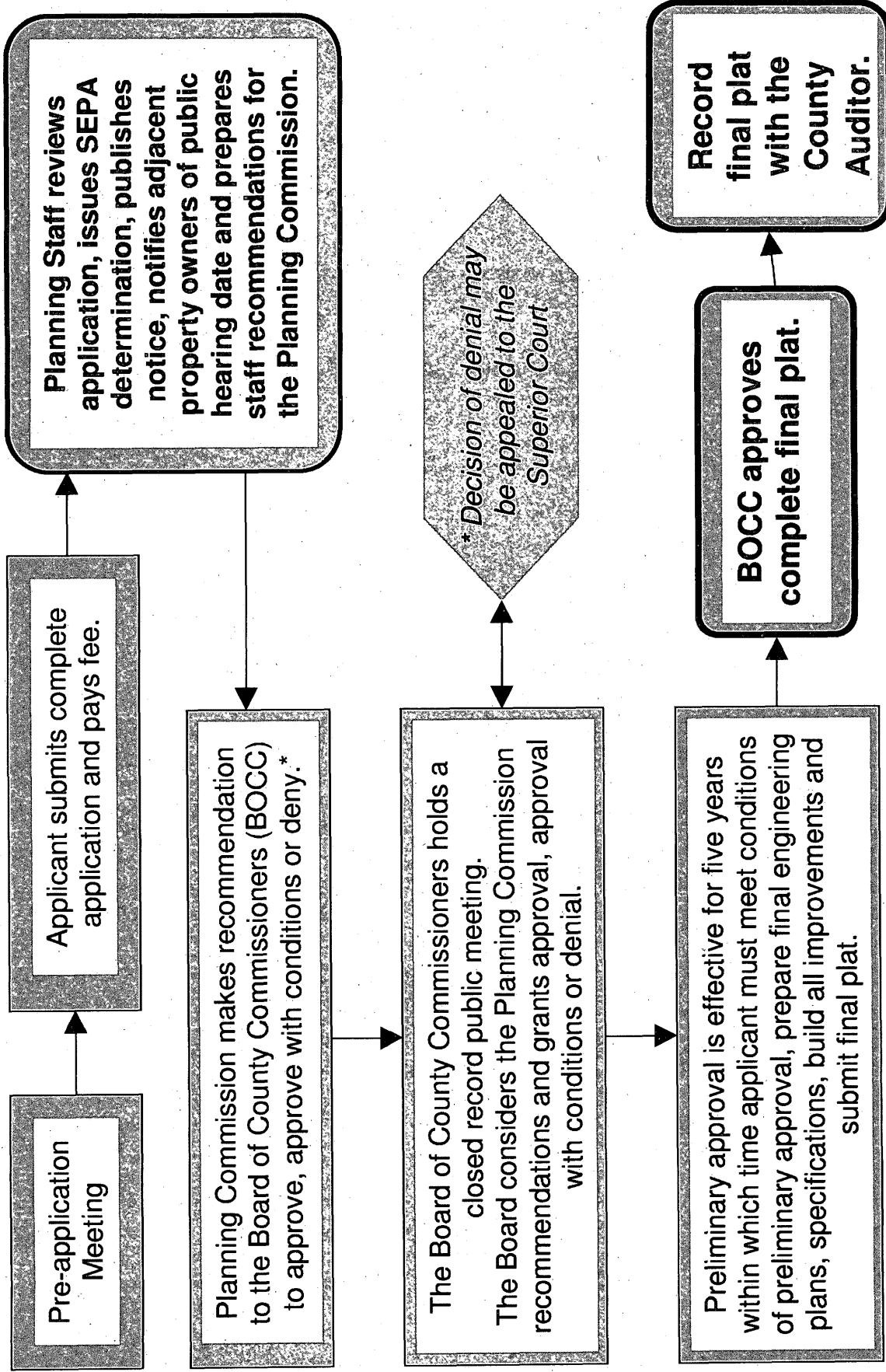
FINAL PLAT:

- Applicant may file for final plat review once all items identified on the list of Preliminary Plat Approval are completed. Staff reviews the application materials, sends the blacklines to the Department of Public Works for review and approval, and notifies the applicant when application is complete and final Mylar is needed.
- Staff schedules a signing of the final Mylar in front of the Board.
- Applicant records signed plat and associated documents.

APPEAL: If the Board denies the preliminary plat application, the applicant may appeal the decision to Superior Court.

If you have further questions, please call (360) 577-3052.

PLANNED UNIT DEVELOPMENT REVIEW PROCESS





APPLICATION

A-1

Applicant: Please print in ink or type. A Permit Technician will review this application at intake for completeness.

Property Information

Project Address _____ City _____ Parcel # _____
Section(s) _____ Township _____ Range _____ Tax Lot _____ Acres _____

Owner/Applicant Information

Applicant/Authorized Agent _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Property Owner _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Contractor Name _____ License # _____ Exp. Date _____ Telephone _____

Lending/Bonding Co. _____ Address _____ Telephone _____

Project Description

Please provide a brief description of your project:

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Applicant's Signature _____ **Date** _____
Print Name _____

OFFICE USE ONLY

Application Type _____ Date _____
Permit Number _____ Accepted By _____



Subdivision Submittal Requirements

P2.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Subdivision application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to be accepted as counter complete. *All applications will require the appropriate fees upon submittal.*

| Subdivision Applications | Letter of Authorization | Master Application | Applicant Checklist | Property Packet | Site Plan / Preliminary Plat / Road Plans ¹ | Vicinity Map ² | Written Narrative | Environmental Checklist | Special Studies ³ | Supplemental ⁴ | Pre-Submittal Review Conducted (Staff) | Received (Staff) |
|-----------------------------------|-------------------------|--------------------|---------------------|-----------------|--|---------------------------|-------------------|-------------------------|------------------------------|---------------------------|--|------------------|
| Short Subdivision | 1 | 1 | 1 | 1* | 1* | 1* | | 1* | 2-4* | 1 | | |
| Large Lot Subdivision | 1 | 1 | 1 | 1* | 1* | 1* | 1 | 1* | 2-4* | 1 | | |
| Rural Subdivision | 1 | 1 | 1 | 1-20* | 1-20* | 1-20* | 1-20* | 1-20* | 2-20* | - | | |
| Urban Subdivision | 1 | 1 | 1 | 1-20* | 1-20* | 1-20* | 1-20* | 1-20* | 2-20* | - | | |
| Planned Unit Subdivision | 1 | 1 | 1 | 1-20* | 1-20* | 1-20* | 1-20* | 1-20* | 2-20* | - | | |
| Boundary Line Adjustment | 1 | 1 | 1 | 1 | 1 | 1 | - | - | - | 1 | | |
| Private Roads Modification | 1 - | 1 1 | | 1 - | 3 1 | 1 1 | - 1 | 1 - | 2-4 2-4 | 1 | | |

Permit Number _____

Date Stamp

¹ This will be determined as to type of permit, review your permit application materials to determine what is required.
² May be included as part of your site plan.
³ If special studies are required, one (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required depending on the project and reviewing agencies.
⁴ If applicable, the supplemental is part of the application packet.

* One copy at the time of submittal, once application is determined complete, staff will inform applicant of number of copies required.

Subdivision Submittal Standard Instructions

Letter of Authorization. If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

Master Application or Application. This must be typed or neatly printed in ink and signed by either the agent or the property owner.

Applicant's Checklist. This is found in the application packet and will list the requirements for a preliminary application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

Property Packet. This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

Site Plan. The site plan is required for a Boundary Line Adjustment, Short Plat, Large Lot subdivisions and private road applications. Applicants may submit a legible 8"x11" or 11"x17" maximum site plan map. A cross section may be required dependant on topographical relief and/or proposed filling and grading work. The site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, porches, walks, decks, overhangs, location of easements, setback measurements, legal access, road approach locations, utilities, location of fire hydrants, drainage courses (if present), stormwater facilities, site contours, maximum intervals, approved septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

Preliminary Plat. The preliminary plat is required for Urban, Rural and PUD subdivisions. The specific requirements are found in each ordinance supplied with each subdivision packet. All preliminary plats submitted must include at least one full sized set of plans and an 8"x11" or 11"x17" reproducible size plat. Preliminary plats may be submitted for Short Plats and Large Lots instead of a site plan.

Road Plans. Three copies of engineer stamped road plans are required at the time of application submittal. The engineer must be licensed in the State of Washington.

Vicinity Map. The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

Written Narrative - Findings. The applicant must address the review criteria specific to the application, the review criteria is part of the application packet and can be found in the Applicant's Checklist.

SEPA Environmental Checklist. This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

Special Studies. Special studies such as traffic reports, preliminary drainage reports, erosion control, etc. may be required depending on the individual project. At a minimum one bound and one unbound copy is required. Additional copies may be required dependant upon the project and additional reviewing agencies.

Supplemental(s). If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

Pre-Submittal Review Conducted (Staff). The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.



Permit #: _____

| | |
|----------------------------------|----------------|
| <h1>Letter of Authorization</h1> | <h1>P 5.6</h1> |
|----------------------------------|----------------|

I _____ (*property owner*) hereby certify that I am the owner of the property at _____ (*address or parcel number*). I certify that this application for a _____ (*type of permit*) is true and correct.

I have authorized _____ (*name of person being authorized*) to represent me as the applicant/agent.

Communications regarding additional permit information, or other permit issues, for this application should be made to either:

- Property Owner
- Applicant/Agent
- Both

Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Property Owner's Signature: _____ Date: _____

Applicant/Agent Signature: _____ Date: _____

DEPARTMENT OF BUILDING AND PLANNING

PURPOSE OF CHECKLIST:

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an environmental impact statement is required.

Some questions ask about governmental regulations, such as zoning, shoreline, and land mark designations. Answer these questions if you can. If you have any problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be a significant adverse impact.

INSTRUCTIONS FOR APPLICANTS:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:

Complete this checklist for non-project proposals, even though questions may be answered "does not apply". **IN ADDITION**, complete the "*Supplemental Sheet for Non-Project Actions*" (part 'D'). For non-project actions, the references in the checklist to the words "project", "applicant", and property or site" should be read as "proposal", "proposer", and "affected geographic area" respectively.

**DEPARTMENT OF
BUILDING AND PLANNING**

ENVIRONMENTAL CHECKLIST

A. BACKGROUND

Print in ink or type – **DO NOT USE PENCIL**

- 1. Name of proposed project, if applicable: _____
- 2. Name of applicant: _____
- 3. Address and telephone number of applicant and contact person:

- 4. Date checklist prepared: _____
- 5. Agency requiring checklist: _____
- 6. Proposed timing or schedule (including phasing, if applicable): _____
- 7. Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain:

- 8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

- 9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain:

- 10. List any government approvals or permits that will be needed for your proposal, if known:

- 11. Give brief, complete description of your proposal, including the proposed uses and size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a large area, provide the boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans, required by the agency, you are not required to duplicate maps or detailed plans submitted with any applications related to this checklist.

Sections(s) _____ - Township _____ - Range _____ - Willamette Meridian

TO BE COMPLETED BY APPLICANT

B. ENVIRONMENTAL ELEMENTS

EVALUATION FOR AGENCY USE ONLY

1. EARTH

- a General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

- b What is the steepest slope on the site (approximate percent slope)?

- c What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

- d Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe:

- e Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source fill:

- f Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

- g About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

h Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. **AIR**

a What types of emissions to the air would result from the proposal (i.e., dust, automobiles, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known:

b Are there any off-site sources of emissions or odor that may effect your proposal? If so, generally describe.

c Proposed measures to reduce or control emissions or other impacts to air, if any:

3. **WATER**

a. **Surface**

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, salt water, lakes, ponds, wetlands)? If yes describe type and provide names. If appropriate, state what stream or river it flows into:

2. Will the project require any work over, in, adjacent to (within 200 feet) the described waters? If yes, describe and attach available plans.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site, which would be affected. Indicate the source of fill material.

4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

EVALUATION FOR AGENCY USE ONLY

b. **Ground**

1. Will ground water be with drawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. **Water Runoff** (including storm water)

1. Describe the source of runoff (including storm water) and the method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so describe:

2. Could waste materials enter the ground or surface waters? If so generally describe:

3. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. **PLANTS**

a. Check or circle types of vegetation found on site:

Deciduous trees: Alder, maple, cottonwood, other _____

- evergreen trees: fir, cedar, pine, hemlock, other _____
- shrubs
- grass
- pasture
- crop or grain
- wet soil plants: cattail, buttercup, skunk cabbage, other _____
- water plants: water lily, eelgrass, milfoil, other _____
- other types of vegetation: _____

EVALUATION FOR AGENCY USE ONLY

- b. What kind and amount of vegetation will be removed or altered?

- c. List threatened or endangered species known to be on or near the site:

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5 **Animals**

- a. Circle any birds and animals which have been observed on or near the site, or are known to be on or near the site:
 - Birds**: hawk, heron, eagle, songbirds, other _____
 - Mammals**: deer, bear, elk, beaver, other _____
 - Fish**: bass, salmon, steelhead, trout, herring, shellfish, other _____
- b. List any threatened or endangered species known to be on or near the site:

- c. Is the site part of a migration route? If so explain:

- d. Proposed measures to preserve or enhance wildlife, if any:

6 **Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.:

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. **Environmental Health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so describe:

1. Describe special emergency services that might be required:

2. Proposed measures to reduce or control environmental health hazards, if any:

b. **Noise**

1. What types and levels of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site:

3. Proposed measures to reduce or control noise impacts, if any:

8. **Land and Shoreline Use**

a. What is the current use of the site and the adjacent properties?

b. Has the site been used for agriculture? If so describe:

c. Describe any structures on the site:

d. Will any structures be demolished? If so, what?

e. What is the current zoning classification of the site?

f. What is the current comprehensive plan designation of the site?

g. If applicable, what is the current shoreline master program designation of the site?

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify:

i. Approximately how many people would reside or work in the completed project?

j. Approximately how many people would completed project displace?

k. Proposed measures to avoid or reduce displacement impacts, if any:

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

EVALUATION FOR AGENCY USE ONLY

9 **Housing**

a. Approximately how many units would be provided, if any? Indicate whether high-, middle-, or low-income housing.

b. Approximately how many units, if any, would be eliminated? Indicate whether high-, middle-, or low-income housing:

c. Proposed measures to reduce or control housing impacts, if any:

10. **Aesthetics**

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

b. What views in the immediate vicinity would be altered or obstructed?

c. Proposed measures to reduce or control aesthetic impacts, if any:

11. **Light and Glare**

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

b. Could light or glare from the finished project be a safety hazard or interfere with views?

c. What existing off-site sources of light or glare may affect your proposal?

d. Proposed measures to reduce or control light and glare impacts, if any:

12. **Recreation**

a. What designated and informal recreational opportunities are in the immediate vicinity?

b. Would the proposed project displace any existing recreational uses? If so, describe:

- c. Proposed measures to reduce or control impacts on recreation, including reception opportunities to be provided by the project or applicant, if any:

EVALUATION FOR AGENCY USE ONLY

13. **Historical and Cultural Preservation**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be next to the site? If so, generally describe.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site:

- c. Proposed measures to reduce or control impacts, if any:

14. **Transportation**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on-site plans, if any:

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- c. How many parking spaces would the completed project have? How many would the project eliminate?

- d. Will the proposal require any new roads or streets or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

e. Will the project use (or occur in the immediate vicinity of) water, rail, or any transportation? If so, generally describe:

f. How many vehicular trips per day would be generated by the completed project? In known, indicate when peak volumes would occur:

g. Proposed measures to reduce or control transportation impacts if any:

15. **Public Services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe:

b. Proposed measures to reduce or control direct impacts on public services, if any:

16. **Utilities**

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed:

EVALUATION FOR AGENCY USE ONLY

C. **Signature** Sign and date the form after printing.

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Date submitted: _____