



Land Use - Submittal Requirements

P1.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Land Use 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.*

Land Use Application	Letter of Authorization	Master Application	Applicant Checklist	Property Packet	Site Plan	Vicinity Map ¹	Written Narrative	SEPA Environmental Checklist	Special Studies ²	Supplemental ³	Pre-Submittal Review Conducted (Staff)	Received (Staff)
Special Use	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-4	-		
Variance	1	1	1	1-20*	1-20*	1-20*	1-2*0	1	2-4	-		
Zone Map/ Text Amendment	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	20	20		
Comprehensive Plan Map/Text Amendment	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	20	20		
Innocent Purchaser	1	1	1	10	10	10	10	-	-	1		

Permit Number

Date Stamp

¹ May be included on Site Plan.
² 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.
³ 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.**

Land Use 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 submittal. 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. Applicants may submit a legible 8 ½ "x 11" or 11"x 17" (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, septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

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 are 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 dependent 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.