



Skamania County
Community Development Department
Building/Fire Marshal ♦ Environmental Health ♦ Planning
Skamania County Courthouse Annex
Post Office Box 1009
Stevenson, Washington 98648
Phone: 509-427-3900 Inspection Line: 509-427-3922

ADMINISTRATIVE REVIEW USE APPLICATION INTAKE CHECKLIST

(This form must be completed and submitted with all required documents for the application to be considered complete. Review will not begin on the project until all of the requirements below are submitted)

STAFF APPLICANT

Complete Application. A complete Administrative Review Use application must be submitted complete with *non-refundable* fee of \$400 (payable to the Skamania County Treasurer). **Fees are subject to change by resolution of the County Commissioners.**

Supplemental Questions. Additional questions are found on the application form. These must be answered for the application to be considered complete.

Reviewed by _____

Complete: Yes _____

No _____

Date: _____

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ADMINISTRATIVE REVIEW USE APPLICATION & INFORMATION PACKET

What is an Administrative Review Use?

Administrative review uses are those uses which are allowable if it is determined that they meet consistency standards. The Director will review the proposal for compliance with the following standards:

- Compatibility with the surrounding development/area.
- Sufficient off-street parking.
- Clear and safe routes of ingress and egress.
- Adequate buffers with surrounding uses to assure visual and audible screening.
- Buffers may include, but are not limited to, open space, vegetation and fencing.

The Process

1. A complete application is submitted to the Community Development Department and determined complete.
2. Notice will be sent to all adjacent property owners within 300 feet.
3. Adjacent property owners will have fourteen (14) days to comment on the application.
4. The Director will then make a decision twenty (20) days after the comment period.
5. The Director's decision can be appealed to the Hearing Examiner, if the appeal is filed within fourteen (14) days of the Director's decision. Appeal forms are available at the Community Development Department.

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ADMINISTRATIVE REVIEW USE APPLICATION

(Please complete application in ink)

Applicant:	E-mail:
Address:	Home: ()
	Work: ()
Property Owner:	E-mail:
Address:	Home: ()
	Work: ()
Location of Property:	
Tax Lot/Parcel #	Total acres:

Please attach the Legal Description of the tax lot/parcel of this application. (Legal Description can be obtained from the County Auditor)

Project description: Describe your proposed project including details on use, size (width, length, and height) color, and construction materials of all existing and proposed structures.

Please answer the following questions as part of your Administrative Review Use application (Attach additional pages for your answers):

1. How is your proposal compatible with the surrounding development/area?
2. Is there sufficient off-street parking?
3. Indicate clear and safe routes of ingress and egress.
4. Show that there are adequate buffers with surrounding uses to assure visual and audible screening.

Applicant signature(s): _____ Date: _____

Owner signature(s): _____ Date: _____

Signature of the property owner(s) authorizes Staff and other Agency personnel reasonable access to the site in order to evaluate the application.

For Department use only	
Legal description attached: Yes / No	