



**CHELAN COUNTY
INFORMATION AND PROCEDURES FOR A
PRELIMINARY MASTER PLANNED RESORTS**

This packet is designed to assist you in preparing your application for preliminary master planned resort review. Applications may be submitted to the Chelan County Department of Building/Fire Safety and Planning, 411 Washington St., Wenatchee, WA 98801 between 8 a.m. and 5 p.m. Monday through Friday, except holidays.

It is required that the applicant attends a pre-application conference with county staff to discuss preliminary review requirements prior to preparing the application. **Contact the Planning Department** to set a date and time and to determine if your parcel size, land use zoning and overall density will accommodate the number of lots you wish to create with your application.

Please provide the following information at the time of submittal. If any of this information is not provided we will not be able to process your application until the information is provided.

- A completed preliminary master planned resort application form**
- Applicable non-refundable fees (Including Planning and Health District review and processing fees, and receipt number for Public Work's fees).**
- Assessor's Parcel Map**
- Vicinity map**
- A completed environmental checklist signed and dated by the applicant or designated agent which includes the \$180.00 application fee.**
- A Traffic Impact Study.**
- Any other items determined to be required in the pre-application meeting.**

NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR PRELIMINARY PLANNED DEVELOPMENT WILL BE APPROVED.

Upon receiving a complete application a file will be set up and the preliminary master planned resort materials routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with a list of comments and/or items that you must provide in order to obtain their approval of the master planned

resort. A notice of application will be posted at the site, published and sent to surrounding property owners within 300 feet of the action. A threshold determination will be made after a 14-day comment period for the notice of application. See the Environmental checklist for details on the determination process.

An open record hearing date is set before the Chelan County Hearing Examiner and the applicant notified of the date, time and place of the hearing. Testimony both for and against the proposal will be taken and the applicant will be able to provide rebuttal to all testimony presented. The Hearing Examiner then has ten days to approve, approve with conditions, or deny the preliminary planned development application.

Such preliminary approval or subsequent revision shall be binding as to the general intent and apportionment of land and building, stipulated use, and circulation patters and shall not be construed to render inflexible the final design of the project.

Note: If the land or structures in a master planned resort development district are intended to be leased, sold, or transferred into two or more lots, parcels, or tracts, such a division shall proceed in compliance with the provisions of the Chelan County Subdivision Resolution, Title 12 CCC and RCW 58.17. Any such preliminary plat may be considered simultaneously with the planned development.

Any questions regarding this process should be directed to the Chelan County Planning Department, (509) 667-6225. Our office hours are 8 a.m. to 5 p.m. Monday through Friday except holidays.

JURISDICTIONS TO BE CONTACTED

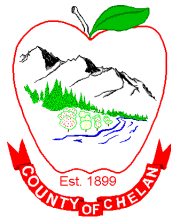
**Chelan County Building and Planning Dept
411 Washington St., Wenatchee, WA 98801
(509) 667-6225**

**Chelan Count Public Works
350 Orondo St., Wenatchee, WA
(509) 667-6415**

**Chelan/Douglas Health District
200 Valley Mall Parkway, East Wenatchee, WA
PO Box 429, Wenatchee, WA 98807
(509) 886-6450**

**Chelan County Assessor
350 Orondo St., Wenatchee, WA
(509) 667-6365**

Date Received: _____	Date Stamp: _____
Received by: _____	
Received by US Mail: _____	
Accepted: _____	
Returned: _____	
Fees Paid: _____	
Receipt No: _____	
PW Receipt No: _____	



**CHELAN COUNTY
PRELIMINARY MASTER
PLANNED RESORT
APPLICATION (Rev 6/01)**

SECTION I: APPLICANT INFORMATION

1. Identify Use or Activity for which the permit is requested: _____
2. Project Name: _____
3. **Applicant:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____
4. **Owner:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____
5. **Owner:** _____ Phone: _____
Address: _____ Bus. Phone: _____
City & State: _____ Zip Code: _____
6. **Surveyor:** _____ License #: _____
Address: _____ Phone: _____
City & State: _____ Zip Code: _____
7. Detailed Description of Request: _____

SECTION II: PARCEL/SITE INFORMATION

- 8. Site Address: _____
- 9. Assessor's Parcel Number(s): _____

- 10. **Location:** Section: _____ Township: _____ Range: _____
- 11. Please give detailed driving directions to the site: _____

- 12. Legal Description (Attach legal description unless lot and block): Attach a copy of **the Assessor's Parcel Map.** _____
- 13. Zoning Designation (s): _____
- 14. * Comprehensive Plan Designation (s): _____
- 15. What is the current use of the site? _____
- 16. Identify existing structures and improvements on site: _____

- 17. Is the site near an airport? _____
- 18. Is there a 100 year flood plain on the site? _____
- 19. Are there wetlands, water bodies, rivers or streams on the site or within 200 feet of the site?
If yes, identify: _____
- 20. * What is the Shoreline Environment Designation? _____
- 21. Are there steep slopes on the site? _____
- 22. * Is the site in a Fish and Wildlife Habitat Conservation Area? _____
- 23. Are there any known cultural or archeological resources on the site? _____

* Please contact or come to the planning department with an assessor's parcel number and map to determine these items.

24. Are there drainage ways on site or within 1000 feet of the site? _____
25. Are there any geologically hazardous areas on the site or within 1000 feet of the site including the following:
Avalanche areas _____
Areas susceptible to erosion _____ Landslide hazardous areas _____
Areas of Historic slope failure _____ Seismic hazard areas _____
26. Is the site located on an alluvial fan or within 1000 feet of any alluvial fan? _____
27. Are slopes on site in excess of 45 percent or is the site within 1000 feet of any area with a slope of forty five percent or steeper? _____
28. Are there any springs, seeps, ponds or wetlands on the site? _____
29. Identify the School District in which the property is located: _____
30. Identify the Fire District in which the property is located: _____
31. Identify the Irrigation District within the site is located: _____
32. Please describe adjacent land uses in all directions around the subject property:
North: _____
South: _____
East: _____
West: _____
33. Roads: Name and type of road the property fronts on:

34. Total number of housing units: _____
Number of transient housing units: _____
Number of residential housing units: _____
35. Proposed Project size : _____

SECTION III: UTILITIES

The site/proposal will be or is served by:

36. Water:

Well Private System Public System City System

Identify Provider: _____

Is site in a water district? _____ If yes, identify _____

37. Sanitation:

Septic Sewer System

Identify Provider: _____

38. Power:

Is electrical power available to the site? _____

If yes, identify provider: PUD REA

39. Phone: Yes No Name of utility: _____

40. Natural Gas: Yes No Name of utility: _____

41. Cable: Yes No Name of utility: _____

42. Irrigation: Yes No Name of Provider: _____

43. Private Irrigation Yes No

44. Number of water shares _____ Are water shares to be divided? _____

45. Garbage Service Yes No Name of Utility _____

46. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

47. Has site preparation been started on the site? If so, explain to what extent. _____

48. Are there any other applications pending for governmental approvals for this or other proposals affecting the property covered by this proposal? _____ If yes, please list. _____

49. Please provide a development schedule with the approximated dates that you propose to commence and complete construction. _____

SECTION V: MASTER PLANNED RESORT CRITERIA

In addition to the above requirements, the applicant shall supply a written statement for the development setting forth detailed information concerning the following subjects as they may be involved in the development, including but not limited to:

A. Capital Facilities and Utilities

1. An inventory of the location and capacity of all existing utilities and capital facilities. Capital facilities and utilities shall include, but are not limited to, electricity, sanitary sewage disposal, domestic and irrigation water, stormwater runoff control, security, fire protection and other emergency service.
2. An inventory of the capital facility and utility service needs that will be generated by the development of the master planned resort.

B. Critical Areas

1. An analysis of the suitability of the proposed development on the subject property.
2. Inventory and analysis of critical areas and potential impacts. Consistency with these critical areas regulations, found in this title, shall be addressed, and any required studies or mitigation measures shall be provided.

C. Design Standards

1. Type and range of uses authorized for any structure or development
2. Architectural and design requirements for structures
3. Bulk, design and dimensional standards

D. Draft resource management plan, which identifies how the resource lands and critical areas will be managed.

E. Housing

1. An inventory of existing housing
2. An inventory of all proposed housing, including transient accommodation and employee housing.

F. Land Use

1. An inventory of the existing land uses and distribution patterns within the boundaries of the proposed master planned resort. The inventory shall include the total acreage of each type of land use.
2. An analysis of the ability of the proposed master planned resort to support the total proposed growth within the master planned resort.
3. A proposed land use map disclosing the location, type and densities of visitor accommodation, employee housing, commercial, recreation, and other residential and/or non-residential development activity.

- 4. A forecast of the proposed growth of employment and population of the master planned resort at each phased interval and at final buildout.

G. Resource Lands

- 1. An analysis of the suitability of proposed development in relation to the suitability of the land for long-term commercial timber, mineral or agricultural production.
- 2. Inventory and analysis of potential impacts on resource lands adjacent to or affected by the proposed master planned resort. The analysis shall include proposed mitigation measures for the identified impacts.

O. Transportation

- 1. Traffic Impact Study
- 2. Off-site and on-site measures necessary to mitigate impacts identified by the Traffic Impact Study.

In order to be accepted for a Determination of Completeness, all land use permit applications must include a complete application, including an Assessor’s parcel map, vicinity map that identifies the boundaries of the subject property and all properties within a one mile radius, a complete site plan, all applicable fees and applicable review criteria questions specific to each category of permit application.

SECTION VI: AUTHORIZATION

I hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant Name: _____ Parcel # _____

Applicant Signature: _____ Date: _____

(If applicant is other than owner, an ownership certification must be complete and signed)

SECTION VI: OWNERSHIP CERTIFICATION

IF A PERSON OTHER THAN THE PROPERTY OWNER IS SIGNING THIS APPLICATION, AN OWNERSHIP CERTIFICATION MUST ALSO BE SUBMITTED.

I, _____ here by certify that I am the major property owner, authorized agent, or officer of the corporation owning property described in the attached application and I have familiarized myself with the rules and regulations of Chelan County with respect to making this application and that the statements, answers and information contained therein are in all respects true and correct to the best of my knowledge and belief. Further, I posses full legal authority and rights necessary to exercise control over the subject property.

I certify or declare under penalty of perjry under the laws of the State of Washington that the foregoing is true and correct.

Address _____

City and State _____ Zip Code _____

Phone _____ Signature _____

Date _____ for _____

(Give corporation or company name)

At _____

(Here signator must state place of signing which may be different than address.)

ACKNOWLEDGEMENT

State of Washington }
 }
Chelan County }

On this day personally appeared before me _____ to be known the individual described in and who executed within and foregoing instrument and acknowledge to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposed therein mentioned.

NOTARY PUBLIC in and for the
State of Washington
Residing in _____
Date: _____

**PRELIMINARY MASTER PLANNED RESORT
DEVELOPMENT SITE PLAN REQUIREMENTS**

- The locations and boundaries of the master planned resort
- The proposed uses and their locations
- Topographic contours at five (5) foot intervals or as otherwise specified
- Proposed distribution of structures showing generalized building footprints, exterior design and/or elevation views.
- The names and dimensions of all streets touching the site of the proposed development and all proposed public dedications
- The location and access points for all on-site parking facilities.
- The location of all major features such as railroads, drainage canals, shorelines and areas of a critical nature (including designated frequently flooded areas, geologically hazardous areas, aquifer recharge areas, fish and wildlife habitat conservation areas, and wetlands).
- Proposed locations and dimensions of all open space.
- The total number of proposed lots (if applicable).
- A sketch of the general vicinity in which the proposed planned development lies and upon which are identified owners of land adjacent to the proposal.
- The zoning of the subject property and the zoning of adjacent properties.
- If the development is going to proceed by dividing the original proposed master planned resort into more than one phase, the probable boundaries of each phase shall be shown, and general timetable of completion.
- The scale, date, north arrow, and area in acres of the proposed subdivision.

I hereby certify that the information on this preliminary master planned resort development map is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: _____ Parcel #: _____

Applicant Signature: _____ Date: _____