

TOWN OF GRANITE FALLS

STATE OF WASHINGTON

ORDINANCE NO. 357

AN ORDINANCE ESTABLISHING INFORMATION REQUIREMENTS FOR LAND USE APPLICATIONS AND REPEALING ALL OTHER ORDINANCES AND SECTIONS OF ORDINANCES IN CONFLICT THEREWITH.

BE IT ORDAINED by the Town Council of the Town of Granite Falls, Washington, as follows:

SECTION 1: INFORMATION REQUIRED FOR LAND USE APPLICATIONS

1.101 Purpose

The purpose of this Ordinance is to set the information requirements necessary for the Town of Granite Falls Planning Commission, and Town Council to evaluate a proposed project. This Ordinance shall apply to the following land use activities:

- a. All residential structures with more than one unit.
- b. All commercial or industrial building permits (including additions).
- c. Sign permits.
- d. Variances, other than to the Zoning Ordinance.
- e. Subdivisions (short and long).

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.
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 Ordinance. 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 Ordinance 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.

This Ordinance shall be in full force and effect after its passage and posting according to law.

Passed in open session this 12 day of September, 1984.

Doris 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 Ordinance No. 357 is a full, true and correct copy of the original Ordinance passed on the 12 day of September, 1984, as said Ordinance appears in the book of Ordinances of the Town and said Ordinance became effective on the 12 day of September, 1984, and that the same was duly posted on the 12 day of September, 1984, at the following three public places of said Town.

1. U.S. Post Office
2. Town Hall
3. Konnerups

Attest:

Gerry James  
Clerk, Town of Granite Falls

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