

CLALLAM COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
223 EAST FOURTH STREET SUITE 5
PORT ANGELES, WASHINGTON 98362-0149
(360) 417-2318

PROJECT REVIEW REQUEST Application Requirements

A **complete application** for the Project Review Checklist includes the following information:

- Project Review Application, including property owner's signature
- Detailed Plot Plan – see attached requirements
- Detailed Floor Plan of Proposed Structure

Incomplete applications will be returned to the applicant.

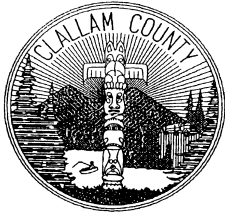
Process:

The applications must be submitted to the Permit Center. Upon receipt of the **completed** Project Review Request application, the Department of Community Development will review the proposal and will respond to the owner/agent with follow-up with individual response sheets in approximately 7-10 working days.

Review of this project by the Project Review Team does not constitute approval of any Clallam County Development permit(s). The applicant is required to obtain the necessary permits prior to the start of the activity that is the subject of this review. **This review is valid for only six (6) months from the date reviewed.** After the six (6) months are up, the Project Review Request Application will be destroyed.

For additional information regarding the Project Review process, please refer to the Clallam County Land Division Code, or Development Assistance Brochure Number 3.

We request that you contact Sheila Miller to schedule a time to turn in your request forms, at 360-417-2308 or smiller@co.clallam.wa.us. Our office hours are 8:30 am to 4:30 pm M - F.



Clallam County Department of Community Development

PERMIT APPLICATION SITE PLAN REQUIREMENTS

In order to help us process your permit request as efficiently as possible, please show **ALL** of the following information on the plot plan. **All site plan sheets must be to scale and accurate.** You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may ask for additional information.

- Property Dimensions (including location of any monuments or markers as a result of a survey)
- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')

Critical Area Requirements

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks)
- Topography (including slope, grade and direction)
- Location of all critical areas on parcel (may be on a separate sheet)
- Show location of all critical areas plus associated buffers within 200' of proposed development. Show buffer fencing and/or flagging as located on site. (streams, wetlands, and landslide only)
- Outline all areas, on your parcel, within 200' of proposed development that have been or will be subject to clearing and grading.
- Location of floodplains, floodways and channel meander hazards (including elevations)

Existing and Proposed Improvements

- Location, width and names of all private or public roads, streets, right of ways or easements
- Location of existing or proposed driveway(s) (including length, width and type of surface)
- Setbacks for all improvements from property lines, utility lines, easements, roads and distance between structures
- Location of existing and proposed structure(s), including decks, pads, and foundations.
- Location of septic tank(s), drainfield(s) and reserve area or sewer lines
- Location of well(s), spring(s) or water lines (including name of water system, as applicable)
- Location of well-head protection area(s) (if applicable)
- Location of utility easements and/or utility lines and irrigation ditches
- Location of above or below ground storage tank(s) including tank capacity
- Drainage Facilities (drywells or other proposed drainage plan)

Commercial Applications must include all of the above plus these additional items.

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including, location, fixture type/typicals and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Area
- Location of Fire Hydrants or Fire Protection Facilities

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY		
Applicant _____	Parcel # _____	Date Received _____
Permit# _____	Staff Initials _____	



Clallam County Department of Community Development

BUILDING DIVISION

223 East 4th Street, Suite 5
Port Angeles, WA 98362-3015
360.417.2321 Fax: 360.417.2443
E-mail: development@co.clallam.wa.us

DIRECTIONS TO SITE LOCALITY MAP

Please draw clear and precise directions to the building site from the closest major highway.

NORTH ↑

A large, empty rectangular box with a thin black border, intended for drawing directions to the building site. The box is oriented vertically and occupies most of the lower half of the page.