



**CITY OF KELSO
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819
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Kelso, WA 98626

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ADMINISTRATIVE USE CHECKLIST

The following checklist identifies information to be included with the application for Administrative Use.

Four (4) folded and collated copies of the following information must be submitted and the application fee^{*1} must be paid before the application will be considered complete. Please see the Kelso Municipal Code (KMC) Chapter 17.15 for more information.

¹ **Application Fee** – the application fee is \$400. Additional applicable fees will be charged if other applications are attached including SEPA Reviews, Variances, or Shoreline Substantial Development Permits, etc.

- 1. Land Use Application form** - shall be completed and signed in ink by the applicant. Written permission from the property owner (of record) stating what the proposed use will be and the time period for said use.
- 2. SEPA Checklist** – must be completed and returned with the appropriate fee, if applicable.
- 3. Completed Critical Areas Checklist** - If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted pursuant to KMC 18.20, if applicable.
- 4. Application Fee** – shall accompany the application. Checks shall be made payable to the “City of Kelso.”
- 5. Traffic Study** - if required by the Public Works Director.
- 6. Narrative** - A written narrative shall be submitted with the application that addresses the following:
 - That the site of the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, signs and other features required by the code can be met;
 - That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;

- That the proposed use will have no substantial adverse effect on abutting property or the permitted use thereof; and,
- The days and hours of operation for the proposed use, the number of employees, and all aspects of the proposal are consistent with public health, safety, and general welfare for the proposed development and adjacent properties.

7. Site Plan – Submit:

- **Four (4) full size copies** (typically in 18" x 24" format) drawn to scale (not less than 1" = 20' and not more than 1" = 50'),
- **One (1) reduced copy** in 11" x 17" or 8 1/2" x 11" format and
- **One (1) electronic copy** (pdf or jpg) showing at a minimum the following:
 - a) Name of the proposal, date, scale, and north arrow.
 - b) Applicant's name, phone, and fax number.
 - c) Contact person's name, phone, and fax number.
 - d) Vicinity map.
 - e) The signature of the owner(s) of the land to be involved.
 - f) Legal description including Section, Township, and Range.
 - g) Location of existing and propose property lines.
 - h) Dimensions and area (square footage) of the lots.
 - i) Existing structures on site.
 - j) Setbacks to all existing and proposed structures from the property lines.
 - k) Location and description of the environmental features.
 - l) The high water mark boundaries if the proposed subdivision borders a river, stream, or lake.
 - m) The contours with intervals of five (5) feet or less if the site has steep slope greater than 10% (if applicable).
 - n) A conceptual grading plan showing proposed clearing and vegetation retention as well as proposed topography detailed to five (5) foot contours, if applicable (if applicable).
 - o) Drainage plans in conformance with the requirements per the Public Works Director (if applicable).
 - p) The Base Flood Elevation (BFE) benchmarks if the proposed subdivision is located in the 100-year floodplain (if applicable).
 - q) Future development plans, if applicable.
 - r) Any additional information determined to be necessary to demonstrate compliance with any other portions of the Kelso Municipal Code (KMC).