

# CAO MINOR EXPANSION APPLICATION

STEVENS COUNTY LAND SERVICES—PLANNING DIVISION

Street Address: 260 S. Oak—Courthouse Annex, Colville, WA

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[www.co.stevens.wa.us/LandServices/index.php](http://www.co.stevens.wa.us/LandServices/index.php)

## FOR OFFICE USE ONLY

File Number: \_\_\_\_\_

Receipt: \_\_\_\_\_

Date Received: \_\_\_\_\_

(Type 1 Application)

### Application Checklist:

- Application fee: \$100.00** payable to Stevens County Land Services.
- Completed application** form.
- Site Assessment** prepared by a qualified professional. At a minimum the report shall contain:
  - o A description of the proposed development, including a site plan.
  - o A description and illustration of the existing impervious surfaces (the footprint of all structures, patios, decks, walkways, driveways and parking areas).
  - o An assessment and illustration of the proposed expansion. The assessment must include when appropriate, a wetland delineation, categorization and acreage.
  - o Recommendations for mitigation, including, but not limited to, reductions in structure size or other impervious surfaces to offset the expansion.
  - o A restoration, enhancement or maintenance plan for vegetation on site, particularly at or near the shoreline, riparian or wetland areas.
  - o Proposed impervious area to be removed
- Site Plan**, usually included in the Site Assessment, showing the following:
  - o Property lines and dimensions
  - o Existing *and* proposed structures and distances to all property lines (including decks), driveways, retaining walls, etc.
  - o Dimensions of structures
  - o North arrow and scale of drawing
  - o Distances of existing & proposed structures to all property lines *and* the relevant critical area
  - o Roads and utility easements (existing and proposed)
  - o Land features (trees, water bodies, rock outcrops, etc.)
  - o Proposed impervious area to be removed with dimensions.
- A site plan side view**, usually included in the Site Assessment, showing topography and slope.

### APPLICANT SIGNATURES

This application is subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed subdivision until a Determination of Completeness is issued pursuant to SCC 3.30.110.

**I certify that the information contained on this application is true, complete and accurate to the best of my knowledge. I understand that information will be used by Stevens County for determining whether this proposal meets the Decision Criteria specified in SCC 13.20.041. I hereby grant to Stevens County, the right to enter the above-described location to inspect the proposed work.**

Signature of: (Circle one)      Property Owner      Primary Contact/Agent\*

**\*NOTE: As per SCC 3.30.100, Property owner is required to sign the application if the Agent does not have written proof of authorization.**

# CAO MINOR EXPANSION APPLICATION

## CONTACT INFORMATION

**Primary Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## LEGAL DESCRIPTION

**Tax Parcel Number(s):** \_\_\_\_\_

**Legal Description:**

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_

**Subdivision Lot:** \_\_\_\_\_ **Block** \_\_\_\_\_ **Subdivision Name:** \_\_\_\_\_

## CURRENT PROPERTY USE

Please describe the current use of and the existing structures on the property:

**PROPOSED EXPANSION**

Please describe the proposed expansion:

**SETBACK INFORMATION**

What is the distance, in feet, from the proposed expansion to:

_____	Critical Area	_____	Side property line "A"
_____	Side property line "B"	_____	Rear property line
_____	Road		

**REVIEW CRITERIA**

The County considers the criteria listed in SCC 13.20.041(1) and (2) when reviewing minor expansion applications. These questions are designed to help determine whether your project meets the criteria. If additional space is needed, please attach additional sheet(s).

Please describe why this project cannot meet the minimum standard buffer width.

Please describe how this proposal has been designed to minimize new impervious surfaces:

Please describe alternatives, if any, which have been considered for your project, including reduction in the size of the structure or different location options. Please explain why these alternative(s) are not feasible or economically viable:

Please describe what measures will be taken to restore, enhance or maintain the natural vegetation, particularly at or near the shoreline or critical area, on the site:

**MINOR EXPANSIONS TO  
NON-CONFORMING STRUCTURES  
BEST MANAGEMENT PRACTICE CHECKLIST**

**Pursuant to SCC Title 13, Section 13.20.041(4) Stevens County may adopt a set of standard conditions, best management practices, and mitigation requirements for minor expansions to non-conforming structures that avoid, reduce and mitigate impacts on critical areas. If you agree to the conditions as outlined below, a site assessment will NOT be required with your application.**

Maintenance and preservation of vegetation on existing buffers is key to protection of the critical areas and minimization of water quality impacts and impacts to nesting waterfowl and upland birds and animals. Restoration of vegetation in disturbed areas is essential to improving the areas as filter strips, providing filtration of runoff, reducing erosion, the encroachment of noxious weeds and enhances wildlife habitat. This includes areas where permeability is being restored as well as all other disturbed areas. Fertilizer and herbicide use will be minimized to reduce the potential of leaching and water quality problems. No trees, shrubs or other vegetation will be removed from the buffer area between the critical area and building site during construction if at all possible. Major ground disturbance will be limited to the smallest possible area and caution will be used during construction to ensure that the critical areas not be impacted by petroleum products, hydraulic fluids, construction debris or excess excavation material.

**Best Management Practices:**

[ ] **PRESERVING NATURAL VEGETATION:** Natural vegetation (existing trees, vines, brush and grasses) can provide water quality benefits by intercepting rainfall, filtering storm water runoff, and preventing sediments and other pollutants from leaving the site. Maintenance and preservation of vegetation in the existing buffer is key to protection of the critical areas and minimization of impacts to the critical areas, nesting waterfowl, upland birds and animals.

Natural vegetation;

- Can process higher quantities of storm water runoff than newly seeded areas.
- Does not require time to establish.
- Provides buffers and screens against noise and visual disturbance.
- Usually requires less maintenance than planting new vegetation.

[ ] **VEGETATED BUFFER:** Vegetated buffers are areas of natural or established vegetation maintained to protect water quality. They can slow storm water runoff and provide an area where runoff can permeate the soil and filter sediment. Vegetated buffers work well with sheet flow, but are not appropriate for concentrated flows.

Vegetated Buffers;

- Can be existing lawns, if the slopes are less than 5 percent (5 feet in 100 feet).
- May want to increase mowing height to provide more grass height to improve effectiveness.
- Buffers can include strips of shrubs, trees, and other landscaping as well as grasses.

[ ] **SILT FENCES:** Can be used as an effective barrier to sediment leaving the site in storm water runoff from relatively small areas. Once installed, the silt fence should remain in place until all areas upslope have been permanently stabilized by vegetation or other means.

Silt Fences;

- They are appropriate where the drainage area is less than 1/4 acre per 100 foot of fence length.
- The slope length above the silt fence should not exceed 100 feet.
- Excavate a trench to bury the bottom of the fabric at least 6 inches below the ground. Stakes used to anchor the fabric should be wood or metal spaced no more than 10 feet apart.

[ ] MULCHING: Is an erosion control practice that uses material such as grass, straw, or wood fibers to stabilize exposed or recently planted soil surfaces. In addition to stabilizing soils, mulching can reduce storm water velocity and improve infiltration of runoff. It can also aid plant growth by holding seeds, fertilizer, and topsoil in place, reduces birds eating seeds, and retains moisture and insulating plant roots against extreme temperatures.

Mulching;

- Use natural mulches when possible.
- Mulch may need to be anchored or crimped into the soil on steeper slopes.
- Mulch rates for straw are about 1 ton per acre of disturbance.

[ ] SEEDING: Re-vegetation of all excavated, disturbed areas, or spoil stockpile areas provides additional erosion protection, reduces the encroachment of noxious weeds. It is used to control runoff and erosion by establishing a perennial vegetative cover from seed. Seeding's advantage over other means of establishing plants are lower initial cost and labor needs.

Seeding;

- Adapted lawn grasses can be used if irrigation is available.
- Native grasses can be used if no supplemental water is available.
- Seeding recommendations can be obtained from the Stevens County Conservation District, or local seed dealers.

[ ] SOIL ROUGHENING: Is a temporary erosion control practice used in conjunction with grading and shaping of a construction site. It involves increasing the relief of a bare soil surface with horizontal groves by either stair stepping or using construction equipment to track the surface parallel to the contour of the land. Roughening reduces runoff velocity, increases infiltration, reduces erosion, traps sediment, and can be used as seedbed preparation.

Roughening;

- Is appropriate on all slopes.
- Can be used to tie down applied mulching.
- As final seedbed preparation on steeper slopes.

**I have read the above, understand its contents and agree to all conditions and requirements herein.**

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner