

WELCOME TO FAST TRACK PERMITTING!

Stevens County Land Services is introducing two new ways to get you through the planning process faster and more efficiently.

1. **Over-the-counter approval for site analysis applications and shoreline exemptions.** On Thursday of each week, you can make an appointment and receive Site Analysis or Shoreline Exemption approval over the counter.
2. **Completeness review meetings for all other types of planning applications.** When you are ready to submit a land use application such as a variance, short plat, or conditional use permit, make an appointment to submit your application with the Land Services – Planning Division office. Your project planner will sit down and review your application with you to determine if the application is complete for the purposes of processing. If your application is complete you will know it on the spot. If additional information is required, you will know upfront so no time is lost. This will save you weeks in process time and give you a chance to sit down and discuss your project with the planner who will be reviewing your application.

When you call to schedule a review for either an over-the-counter site analysis/shoreline exemption or a completeness review for another type of planning application please have the following information available:

1. Property owner's name
2. Type of application to be submitted
3. A time you would like to meet (Over-the-counter reviews will be scheduled for each Thursday of the month and completeness reviews can be scheduled any work day a planner is available).

Please have the following information with you when you come in for your meeting:

1. A completed application including all supplemental information as described on your application sheet
2. appropriate fees for each application
3. A detailed plot plan showing all existing and proposed structures

Each process can be scheduled by calling Land Services Planning at (509) 684-2401. Appointments will be made on a first come first serve basis, **please allow at least 48 hours from the time you call to when you would like to meet.** Should you have any questions about this new process please feel free to contact our office.

