

STEVENS COUNTY LAND SERVICES  
PERMIT APPLICATION FOR  
**TYPE 1 ADMINISTRATIVE DECISION PER TITLE 3 SEC. 3.30.040**

The following decisions, actions and permit applications require a Type 1 decision:

1. Critical Area Minor Expansion
2. Boundary line adjustment
3. Buffer Averaging\*
4. Building permit
5. Final short subdivision
6. Final subdivision
7. Flood hazard permit\*
8. Preliminary short subdivision\*
9. Shoreline exemption\*
10. Site Analysis Application\*
11. Site Analysis Application – Minor Amendment\*
12. Temporary use permit
13. Use approval\*
14. Use interpretation\*
15. Waiver from forest practice moratorium

Type 1 decisions are based on compliance with specific, nondiscretionary and/or technical standards that are clearly enumerated in the Stevens County Code. Decisions are represented by the issuance of a permit, letter, or staff review, or by the recording of a county prepared and/or approved document.

Type 1 decisions are made by the Director and are exempt from notice requirements.

Type 1 decisions are final actions. There is no administrative appeal opportunity but these decisions may be appealed to the court except for those denoted by an \* in Section 3.30.035. Those permit approvals may be appealed pursuant to the Type 2 appeal process denoted in SCC 3.30.200 and 210.

Fees for county land use applications must be paid at the time of submittal. Fees are established by resolution of the Board of County Commissioners. You may contact the Land Services office for the fee schedule or view it online at the Land Services website at [www.co.stevens.wa.us/landservices](http://www.co.stevens.wa.us/landservices).

If a project requires more than one type of land use application, in most cases the applications can be processed concurrently.

Pre-application conferences are available for any project type. A pre-application conference is a meeting between County staff and a project proponent that takes place before any application is made to the County for project approval. The purpose of a pre-application conference is to provide both the County staff and the applicant with an understanding and overview of:

- The County requirements applicable to the project and interpretation of the applicable rules and regulations;
- Any major areas of concerns the various County departments may have regarding the proposal;
- Basic design concepts of the proposal; and
- Helpful hints on preventing delays.

"Pre-Apps" are generally utilized by developers of commercial or industrial projects but can also be beneficial for proponents of other types of proposals. Pre-apps are available for Type 1 applications, preferred for Type 2 and 3 applications and are required for any Type 4 or 5 applications.

Submittal or "Fast Track" appointments are also available for Type 1 applications such as short subdivisions. When you are ready to submit your application, contact the Land Services - Planning Division office to set up a submittal or "Fast Track" appointment (appointments must be made at least two working days in advance). You

will get paired with the planner who will be processing your application. You will be able to ask questions, review your application materials with our staff and know that day if your project is complete for the purposes of processing. This process speeds up the permitting process and will get you acquainted with your primary project contact.