

STEVENS COUNTY LAND SERVICES  
PERMIT APPLICATION FOR  
**TYPE 3 QUASI-JUDICIAL DECISIONS PER TITLE 3 SEC. 3.30.060**

The following decisions, actions and permit applications require a Type 3 decision:

1. Conditional Use Permit
2. Plat Alteration or Vacation
3. Preliminary Subdivision
4. Shoreline Conditional Use

The Hearing Examiner makes Type 3 decisions following an open record public hearing and this process involves the use of discretionary judgment in the review of each specific application.

Type 3 decisions require public notice as set forth in Sections 3.30.120 and 3.30.125. ***The applicant will be billed directly by the County's official newspaper for the legal notice placed in the paper.***

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

Although not normally utilized, the Department may require an applicant to participate in a public meeting to provide information and take public comment before the Department forwards a recommendation to the Hearing Examiner.

A Type 3 permit process can be expected to follow these timeframes:

- An application shall be determined complete when all information identified in the submittal requirements has been provided in a manner sufficient to process the application. Additional information may be required by the County even though an application has been determined to be complete for processing.
- The County may choose to notify an applicant that an application is complete. If not notified within 28 days of submitting the application, the application shall be considered complete on the 29<sup>th</sup> day.
- Within 14 days of the determination that the application is complete, the County will issue a Notice of Application on the project. This will also include public notice in the County's official newspaper of record.
- A public comment period is provided on the Notice of Application, not less than 14 days nor more than 30 days, depending on the type of application. In most instances a 14 day comment period will be used.
- If SEPA review is required, the SEPA comment period will either be combined with the Notice of Application (optional DNS process) or will follow the Notice of Application comment period. The method will depend on the complexities of the project. It is appropriate to use the optional DNS process when we have enough information at the time the Notice of Application is issued to be reasonably certain that there are no significant impacts associated with a project. The optional DNS process may also be used when mitigation measures have been identified that will reduce all impacts to a non-significant level.
- In most cases, the Notice of Application will identify the time and place of an open record hearing, if one has been scheduled. Not less than 14 days notice must be provided for the hearing.
- Once the public comment period is completed, the County will review all information submitted and may request additional information from the applicant. The County will prepare and forward a recommendation to the Hearing Examiner regarding whether the proposal is consistent with applicable County regulations and policies, and whether the proposal should be approved, approved with modifications or conditions, or denied.
- Following the public hearing, the Hearing Examiner will issue a written decision including findings, conclusions and conditions, if any.
- If a project requires more than one type of land use application, the applications will be processed concurrently.
- The turnaround time for a Type 3 permit will not exceed the requirements of Stevens County Code or RCW 36.70B.

A Type 3 decision is subject to the following appeal process:

- A Type 3 decision on a conditional use permit, plat alteration/vacation or preliminary subdivision is subject to an administrative appeal to the Board of County Commissioners. Appeals of these Type 3 decision shall be addressed to the Board of County Commissioners and filed in writing with the Land Services Department within 14 calendar days of the issuance of the notice of decision.
- Administrative appeals shall be filed on the Administrative Appeal Form which may be picked up at the Land Services office or found online at [www.co.stevens.wa.us/landservices/index.php](http://www.co.stevens.wa.us/landservices/index.php)

- A Type 3 decision on a shoreline conditional use permit is subject to an appeal to the State Shorelines Hearings Board pursuant to RCW 90.58.180.
- Any administrative appeal of a Type 2 decision shall be consolidated with the open record public hearing on the Type 3 proposal.
- There is no administrative SEPA appeal. SEPA Determinations associated with Type 3 applications may be appealed to the Court following the exhaustion of any administrative appeals on the underlying permit application.
- Administrative appeals of the adequacy of an environmental impact statement are not allowed.

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 2-5. 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.