

Instructions for Completing the Application for a Rural Residential Site Review

Purpose

Within the Agricultural Zoning District of Whitman County, residential land use must meet requirements set forth in the Whitman County Zoning Ordinance. Whitman County Planning and other departments within the County evaluate proposed sites to determine if they meet the requirements. The Rural Residential Site Review allows for an expedited review when there is “expansion, replacement or alteration of an existing residence and/or an existing accessory structure on an existing residential site that is in a parcel for which no parcel size enlargement or reduction or division of land is requested...” and when there has not been a Certificate of Zoning Compliance review of the property.

Application

Applicants must file a complete application before County staff can review their request. To be accepted, the application must, in the judgment of the County Planner, be complete and the application fee must be paid. A complete application shall include the application form, a site plan and a review fee. Please make checks payable to Whitman County Planning.

Completing the application form

Section 1 Enter applicant's name, address, and telephone number, together with applicant's status. If the applicant is not the property owner, the property owner must complete the owner's affidavit on the back of the application (Section 6). For the purposes of this application, “owner” shall mean:

- The mortgagee (person buying the land with a bank loan)
- The contract seller (person holding a contract on the land and selling it to another person)
- The person holding clear title to the land
- The corporation, partnership, or estate holding title to the land

Section 2 Provide a clear enough description of the site so that County staff can visit the site and determine its approximate boundaries. Note any permanent landmarks, such as roads, section markers, power poles, etc. Give township, range, and section numbers.

Section 3 Attach a site plan, as described below, to the application.

Section 4 If the applicant is not the owner of the property, the owner must complete the owner's affidavit and have it notarized.

Completing the Site Plan

The site plan is a map showing the major features of the site. It need not be drawn professionally, but it must be legible and drawn to an appropriate scale. County staff will use it to evaluate the site to determine if it meets the zoning ordinance criteria. The site plan must show the following information:

- boundaries of the site with dimensions
- streams or creeks within the site
- rock outcroppings
- vegetation that will be removed
- areas of intended excavation
- existing fence lines
- names and locations of property owners within 300 feet

In addition, the plan shall show the following features, showing the distances of each from the property lines and from each other:

- home
- septic tank and drain field *
- well
- driveway
- any other existing buildings
- proposed new structures or expansion of existing structures

* It may be necessary to have Whitman County Environmental Health perform an on-site inspection to verify the adequacy of an area for a replacement drain field, if this has not already been done.

Need Help?

The County Planner can provide further information about the application process. Call 509 397-5209.

Application received

Application complete

Application for Rural Residential Site Review

Case Number: _____

Receipt #: _____

1. Applicant

Name: _____ Telephone: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Status (lessee of property, agent, owner, prospective buyer, etc.): _____

(If applicant does not own the property, property owner must complete the affidavit on the reverse of this form.)

2. Description of Site

Section _____ Township _____ Range _____

This site is located on _____ Road. It is _____ miles _____ from
the intersection of _____ Road and _____ Road.

Additional information: _____

3. Explanation

Explain what changes are being made on your property.

Applicant's Signature

Date

Owner's Affidavit

(To be completed if the applicant is not the owner of the property involved)

STATE OF _____

SS.

County of _____

i, _____
(print or type full name)

being duly sworn, deposed and say that I am the owner of property or his/her authorized agent, involved in this Application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief; and I grant my permission to the above-named applicant to apply for a Rural Residential Site Review for the above-described property; and for County staff to examine this subject property in the cause of their work related to this application.

Property Owner

Address

City, State, ZIP Code

Telephone

SUBSCRIBED and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of _____, residing at _____

_____ My commission expires _____

(print full name)