



www.townofcathlamet.com
360.795.3203

MASTER PLANNING APPLICATION FORM

(PLEASE PRINT LEGIBLY OR TYPE)

ACCT/FILE #:	
APP/PERMIT #:	
DATE:	
BY:	
*****OFFICE USE ONLY*****	
*Attach Receipt(s) to this corner	

- ☐ BUILDING PERMIT ☐ CONDITIONAL USE ☐ TEMPORARY USE ☐ MAJOR VARIANCE ☐ MINOR VARIANCE
☐ SUBDIVISIONS ☐ SHORT PLAT ☐ CRITICAL AREAS ☐ MANUFACTURED HOME PARK

G E N E R A L	APPLICANT NAME:		PHONE #:	
	MAILING ADDRESS:		CITY/STATE/ZIP:	
	FAX #:		EMAIL:	
	PROPERTY OWNER (<input type="checkbox"/> SAME AS APPLICANT)		PHONE #:	
	NAME(S):		CITY/STATE/ZIP:	
	MAILING ADDRESS:		EMAIL:	
	FAX #:			
	CONTRACTOR NAME:		LICENSE #/EXP. DATE:	
	MAILING ADDRESS:		CITY/STATE/ZIP:	
	EMAIL:		PHONE #:	

P R O P E R T Y	PROJECT ADDRESS:		PARCEL #(S):	
	SECTION:		PARCEL SIZE (ACRES):	
	TOWNSHIP:		PARCEL SIZE (SQ FT):	
	RANGE:		LOT DIMENSIONS:	
	SUBDIVISION:		BLOCK/LOT:	
	LEGAL DESCRIPTION:			
	EXISTING LAND CONDITIONS:			
	EXISTING (USE/SIZE) OF STRUCTURE(S):			

P R O J E C T	PROJECT NAME:		PLAN TYPE:	
	FAIR MARKET VALUE:		SQ. FEET:	
	LOT SIZE(S):		# OF STORIES:	
	TYPE OF HEATING:		# OF ROOMS/UNITS:	
	WATER SUPPLIED BY:		SEWAGE DISPOSED BY:	
	PROPOSED PROJECT DESCRIPTION:			

	ATTACHMENTS	FEE TYPE CODE	FEE AMOUNT	RECEIPT # / DATE
O T H E R	<input type="checkbox"/> VACINITY MAPS <input type="checkbox"/> DRAINAGE PLANS		\$	
	<input type="checkbox"/> SURVEYS <input type="checkbox"/> ROAD/ACCESS PLANS		\$	
	<input type="checkbox"/> SITE/DESIGN PLAN <input type="checkbox"/> SEPA CHECKLIST		\$	
	<input type="checkbox"/> SCALED DRAWING <input type="checkbox"/> CONVENANTS/AGREEMENTS		\$	
	<input type="checkbox"/> SHORT PLAT <input type="checkbox"/> SPECIAL REPORTS		\$	
	*See Guidance List for required attachments by plan type		TOTAL FEES:	\$

S I G N E D	I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.	
	APPLICANT SIGNATURE:	OWNER'S SIGNATURE:
	DATE:	DATE:

REMIT FORMS & PAYMENTS TO:

Town of Cathlamet – 375 2nd Street, Cathlamet, WA 98612 | EMAIL: accounting@townofcathlamet.com | FAX: 360.795.8500

**MASTER PLANNING APPLICATION FORM
PLAN TYPE GUIDANCE LIST**

PLAN TYPES	FEES	ATTACHMENTS	CMCs/RCWs
BUILDING PERMITS	Admin Fees: \$20.00 State Fees- \$6.50/residential + \$2.00 per additional unit; Commercial: \$25 Building: <i>*Valuation Calculation</i> Inspections/Reviews: \$47/hour <i>*Other County fees may apply</i>	Vicinity and site plats or maps, drawn to scale, showing the actual dimensions on the lot to be used, and the size and location of buildings thereon and building to be built or enlarged.	CMC Title 15 – Building & Construction RCW 19.27 2015 International Building Codes
MANUFACTURED HOME PARKS PERMITS & LICENSES	\$100/annual license + \$10/unit \$50 license transfer fee <i>*Building Permit Required</i>	Complete park plan; plans and specifications of all buildings, improvements and facilities constructed or to be constructed.	CMC 15.20 – Building & Construction
SUBDIVISIONS PERMITS	Subdivision: \$800 + \$25/lot <i>*Building Permit Required</i>	SEPA Checklist; restrictions, covenants and agreements; master site plan; drainage plans; road plans; list of names and addresses of property owners that abut the project boundaries.	CMC 17.32 – Subdivisions RCW 58.17 <i>*Public Hearing</i>
SHORT PLATS	\$250 + \$25/lot	Maps or representations of subdivisions and short subdivisions respectively that show the division of land into lots and the streets, alleys, dedications, easements, etc.	CMC 17.32 – Subdivisions RCW 58.17
CONDITIONAL USE / VARIANCES PERMITS	Conditional: \$250 Temporary: \$250 Major: \$250 Minor: \$150 <i>*Building Permit Required</i>	Vicinity and site plats or maps, drawn to scale, showing the actual dimensions on the lot to be used, and the size and location of buildings thereon and building to be built or enlarged.	CMC Title 18 – Zoning RCW 35.63 CMC Title 14 – Environment <i>*Public Hearing</i>
CRITICAL AREAS / DEVELOPMENT PERMITS	Development Permit: Issued as part of a building or shorelines permits, no additional fees shall be charged. Flood Plain Determination: \$25	Scale site plan/pictures identifying known locations of critical areas, location of proposed structures, roads, water boundaries; and activities including clearing, grading, and general topographic information.	CMC Title 14 – Environment <i>*Public Hearing</i>