



**City of Othello  
LAND USE APPLICATION**

500 E. Main Street  
Othello, WA 99344  
(509) 488-5686 Phone  
(509) 488-0102 Fax

**\*\*\*FOR CITY USE ONLY\*\*\***

Preapplication meeting held on: \_\_\_\_\_  
Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_ Receipt# \_\_\_\_\_  
Determined Complete: \_\_\_\_\_ By: \_\_\_\_\_  
Notice of Completeness Sent: \_\_\_\_\_

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**Section 1: Property Location**

Property Address \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Assessors Tax Parcel # \_\_\_\_\_  
Size of Parcel \_\_\_\_\_  
Zone \_\_\_\_\_  
Legal Description \_\_\_\_\_  
\_\_\_\_\_

**Section 2: Property Owner** (holds more than 50% ownership-could be Mortgage Company)

Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date \_\_\_\_\_

(Signature) \_\_\_\_\_

**Section 3: Authorized Representative** (address to whom all official correspondence will be sent)

Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**Section 4: Summary of Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 5: Applicant** (if different from the Owner.)

Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I (Print) \_\_\_\_\_ hereby affirm and certify, under penalty of perjury, that I am, or represent, the legal owner (s) of the property described on this application and that these statements are in all respects true and correct to the best of my knowledge.

Date \_\_\_\_\_

(Signature) \_\_\_\_\_

**Section 6: Supplemental Information** (as outlined in the preapplication meeting held on \_\_\_\_\_).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**RCW 36.70B.120 Provides the applicant the option of a consolidated review.**

I \_\_\_\_\_ representing the applicant, hereby ask the review process for

\_\_\_\_\_

**Be performed concurrently and I accept the consequences thereof.**

**ALL FEES INCURRED WILL BE INVOICED TO THE APPLICANT/DEVELOPER AND MUST BE PAID BEFORE PROJECT IS ACCEPTED.**

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**LAND USE SIGN CHECKOUT (FEE - \$150.00 PER SIGN)**

Date \_\_\_\_\_ No. of signs \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**SIGN/SIGNS MUST BE POSTED AND MAINTAINED UNTIL \_\_\_\_\_**

\* OMC SECTION 13.04.030.C.3 (see back of form)

**PUBLIC WORKS CHECK IN**

Date \_\_\_\_\_ No. of Signs Checked In \_\_\_\_\_

**CONDITION OF SIGNS UPON RETURN:**

Acceptable Return Condition \_\_\_\_\_ Sign to be Replaced \_\_\_\_\_

Comments:

**AUTHORIZED REFUND:** \_\_\_\_\_

**CITY HALL FINANCE DEPT. – DEPOSIT REFUND**

Date \_\_\_\_\_ Amount \_\_\_\_\_ Check Number \_\_\_\_\_

**Section 7: Required/Requested Process: (City to check the ones that apply)**

Required as of	Informed	App Rec'd On	Notices Mailed	Complete
<input type="checkbox"/> Annexation _____ \$200	_____	_____	_____	_____
<input type="checkbox"/> Building Permit _____ \$	_____	_____	_____	_____
<input type="checkbox"/> Building on Unplatted Land _____ -0-	_____	_____	_____	_____
<input type="checkbox"/> Insufficiently Platted Land _____ -0-	_____	_____	_____	_____
<input type="checkbox"/> Lot Line Adjustment _____ -0-	_____	_____	_____	_____
<input type="checkbox"/> Rezone or Text Change _____ \$1000	_____	_____	_____	_____
<input type="checkbox"/> Right of Way Permit _____ \$40	_____	_____	_____	_____
<input type="checkbox"/> SEPA Checklist 13.04.030.C.3 _____ \$200	_____	_____	_____	_____
<input type="checkbox"/> Subdivision of 4 or less lots _____ \$500	_____	_____	_____	_____
<input type="checkbox"/> Subdivision 16.17.030.a.9 _____ (\$500 + \$50 per lot)	_____	_____	_____	_____
<input type="checkbox"/> Zoning Variance _____ \$1000	_____	_____	_____	_____
<input type="checkbox"/> Deposit for each Land Use Sign 13.04.030.C.3 \$150	_____	_____	_____	_____
<input type="checkbox"/> Reimbursement Agreement _____	_____	_____	_____	_____
<input type="checkbox"/> Other _____ \$	_____	_____	_____	_____

Plat Completed on \_\_\_\_\_

Comments:

**\* OMC SECTION 13.04.030.C.3 “If use of a city land use sign is required for posting the site, a refundable one hundred fifty dollar deposit shall be paid for each sign used at the time of checkout. Said deposit shall be forfeited if the sign it secures is not returned in the same condition as when checked out, normal wear and tear excepted, within fourteen days of the end of the appeal period for the land use decision advertised on the sign”.**

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