



# OTHER ADMINISTRATIVE ACTIONS

## Supplemental Application

Staff Use Only	
Label	Date Stamp / Staff Initials

### 1. Application Type (select only one)

#### CRITICAL AREA DETERMINATIONS (CAD)

**OPTION A: To receive a determination for all critical areas. No zoning or land use items are evaluated.**

- Critical Area Determination - Property size 5 acres or less
- Critical Area Determination - Property size over 5 acres

An additional fee is required for properties receiving county gopher field screening. This additional fee is added to your project and must be paid prior to approval. This fee is not added to review a completed consultant's report.

**OPTION B: To receive County gopher inspections and determinations for Gophers, Prairie plants, Oaks and Mima mounds. No other critical areas, zoning, or land use items are evaluated.**

- Gopher/Prairie Determination only- Property size 5 acres or less
- Gopher/Prairie Determination only- Property size over 5 acres

**OPTION C: To submit a completed gopher consultant report and receive determinations for Gophers, Prairie plants, Oaks and Mima mounds. No other critical areas, zoning, or land use items are evaluated.**

- Gopher/Prairie Determination only- County review of consultant's report

#### CRITICAL AREA REVIEW PERMITS (CARP)

**For projects requiring buffer mitigation or impacting critical areas or buffers:**

- Hazard Tree Removal (few)
- Hazard Tree Removal (many)
- Critical Area Review Permit - Property size 5 acres or less
- Critical Area Review Permit - Property size over 5 acres

#### OTHER ADMINISTRATIVE ACTIONS

<b>Other Administrative Action - Low</b>	
<input type="checkbox"/> Zoning Verification	<input type="checkbox"/> RCW Boundary Line Dispute Review
<input type="checkbox"/> Small Temporary Use	<input type="checkbox"/> Other
<b>Other Administrative Action - Minor</b>	
<input type="checkbox"/> Code Interpretation	<input type="checkbox"/> Administrative Water System Review
<input type="checkbox"/> Temporary Use Minor	<input type="checkbox"/> Other
<b>Other Administrative Action - Major</b>	
<input type="checkbox"/> Temporary Use Major	<input type="checkbox"/> Other
<b>Miscellaneous Planning Activities</b>	
<input type="checkbox"/> Hulk Hauler / Scrap Metal / Salvage Yard	<input type="checkbox"/> Business License

## PAGE 2 – OTHER ADMINISTRATIVE ACTIONS

### 2. Application and Site Plan Submittal Checklist – All items required at the time of application must be submitted to be a complete application. Incomplete applications will not be accepted.

APPLICATION REQUIREMENTS	SITE PLAN SUBMITTAL REQUIREMENTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Master Application</li> <li><input type="checkbox"/> Site Plan Meeting Site Plan Submittal Requirements</li> <li><input type="checkbox"/> Special reports, if applicable. Examples: wetland delineation, geotechnical report, topographic survey, gopher consultant report, mitigation plan, or others. <b><i>Submittal of special reports can be original paper documents and copy of report provided on a thumb drive.</i></b></li> <li><input type="checkbox"/> Application Fee – Refer to the Land Use Application fee schedule available online at <a href="http://www.thurstoncountybdc.com">www.thurstoncountybdc.com</a></li> </ul>	<p>The site plan shall be legible when scanned and <b>drawn to a standard engineer scale</b> on 11" x 17" or 8 ½" x 11" paper. Colored site plans or aerial photographs are not accepted. The site plan shall include the following items:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All property boundaries and dimensions</li> <li><input type="checkbox"/> North arrow, map scale, and site address</li> <li><input type="checkbox"/> Location of all existing and proposed structures</li> <li><input type="checkbox"/> All existing and proposed vehicular and pedestrian ingress and egress to and from the property, such as driveways, streets and fire access roads. Road names and existing county and state right-of-way shall be identified on the site plan.</li> <li><input type="checkbox"/> All existing and proposed utility structures and lines, such as on-site septic tanks, drainfields and reserve areas, water lines, wells and springs.</li> <li><input type="checkbox"/> Location of all surveyed or delineated critical areas and/or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high groundwater, steep slopes, special habitats and riparian or marine shoreline management zones.</li> </ul>

### 3. Additional Resources

The Thurston County Building Development Center contains three separate County departments co-located for your convenience at the Thurston County Courthouse. The address and contact information are listed below. Office hours are Monday – Friday 8:00 AM – 4:00 PM. Please arrive before 3:30 if submitting an application.

Application forms, development codes, permit status, and historic permit documents can be viewed online at [www.thurstoncountybdc.com](http://www.thurstoncountybdc.com).

Updated 1/20/2021