



Land Use Application Submittal Requirements

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What is a land use application?

A Land Use Application is used to apply for many different permits that include land use applications, such as: Short Plats, Boundary Line Adjustments, Subdivisions, Zoning Changes, Shoreline Permits, Temporary Use Permits and many others.

What codes govern my review?

Your project will need to meet the requirements of Chapter 17 of the Kelso Municipal Code and State regulations. You can access Chapter 17 of the Kelso Municipal Code here

<https://www.codepublishing.com/WA/Kelso/#!/Kelso17/Kelso17.html>

What documents need to be submitted for a review?

The following checklist identifies information required to be included with most Land Use Applications. Check the Kelso Municipal Code for additional requirements for specific permit types. All items must be submitted before the application will be accepted.

1. **COMPLETED ON LINE APPLICATION** – Apply on line at <https://www.kelso.gov/building/apply-permit>
2. **APPLICATION FEE** – Fees must be paid before the review will begin
3. **SCOPE OF WORK** – A written narrative shall be submitted that fully describes the proposed development.
4. **PROPOSED SITE PLAN** – See the Site Plan Requirements Handout for a list of information required to be on the site plan. <https://www.kelso.gov/planning/land-use-planning-forms>
5. **SEPA CHECKLIST** – Submit a completed Department of Ecology SEPA Environmental Checklist. You can find a copy of the form on the City of Kelso Planning page. <https://www.kelso.gov/planning/land-use-planning-forms>
6. **CRITICAL AREA CHECKLIST** – Submit a completed Critical Area Checklist. The form can be found on the City of Kelso Planning Page.
7. **PRELIMINARY STORM WATER DESIGN REPORT** – If the project involves the addition or re-development of impervious surfaces a storm water review will be required for the project.
8. **TRAFFIC STUDY** – For smaller projects a trip generation report indicating the number of additional average daily trips the development would generate may be sufficient. For larger projects a full transportation analysis may be required.
9. **FOR SHORT PLATS, BOUNDARY LINE ADJUSTMENTS, SUBDIVISIONS AND BINDING SITE PLANS** – A plat with the proposed changes or development will need to be submitted. Please see Section 17.42.150 of the Kelso Municipal Code for the information required to be on the plats.
10. **FOR SUBDIVISIONS** – Section 17.42 of the Kelso municipal Code for additional requirements.

What if I have additional questions?

Feel free to contact us at 360-423-9922 and we will assist you with any questions.