



Community Development Department Property Improvement Notification Form

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

FEES	NOTICE:
Property Improvement Fee \$25.00 Application Fee \$50.00	<i>This notification form is to aid the applicant in verifying that the property improvement proposed meets city development and zoning standards as applied to projects where a building permit is not required.</i>

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____

Legal Description: _____

Zoning: _____ Type of Use: _____

PROPERTY OWNER/APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature

Date

The above applicant has appeared at the Winlock City Hall and has received information on the permit requirements from the Community Development Department.

We, the undersigned, have reviewed the information provided to the city and verify that the use follows the City of Winlock zoning and development standards with the compliance of any noted conditions.

Community Development Director Signature

Date

FOR OFFICIAL USE ONLY

COMMUNITY DEVELOPMENT DEPARTMENT		
Zoning & Sitting Requirements	Initials	Comments/Conditions/Notes:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		
Critical Area Requirements	Initials	Comments/Conditions/Notes:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		

WATER/SEWER DEPARTMENT		
Water System ID #	Initials	Comments/Conditions/Notes:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		
Sewer Availability		Comments/Conditions/Notes:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		

Sprinkler System	Date	Initials	Double-Check Valve	Date	Initials	Backflow	Date	Initials
Installed			Installed			Installed		
Inspected			Inspected			Inspected		
Tested			Tested			Tested		

PUBLIC WORKS DEPARTMENT		
Street/Sidewalk Requirements	Initials	Comments/Conditions/Notes:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		

Date Received:		Received By:	
Date Approved:		Permit #	
TOTAL Fees Due:	\$	Date Paid:	Rct #:

City Official Signature: _____



Community Development Department Permission to Enter Form

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Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	
Received By:	

Community Development Fee Schedule**REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

PLANNING ACTIVITIES

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

BUILDING ACTIVITIES**For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**