



# Skamania County Community Development Department

Building/Fire Marshal ♦ Environmental Health ♦ Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

## NSA POST-EMERGENCY/DISASTER RESPONSE APPLICATION INTAKE CHECKLIST

(This checklist must be completed and submitted with all required documents for the application to be considered complete. Review will not begin on the project until all of the requirements below are submitted).

STAFF      APPLICANT

Complete Post Emergency/Disaster National Scenic Area Land Use application and *non-refundable* fee of \$450, payable to the Skamania County Treasurer. **Fees are subject to change by resolution of the County Commissioners.**

Location of the emergency / disaster response.

A written description of the emergency/disaster response, including any structures erected, excavation or other grading activities, or vegetation removal.

Submit a complete site plan, with all requirements of the Site Plan Checklist. Also include the completed Site Plan Checklist.

Reviewed by \_\_\_\_\_ Complete: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

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## **NATIONAL SCENIC AREA EMERGENCY MANAGEMENT ACTIONS AND NOTIFICATION AND INFORMATIONAL PACKET**

### Key Terms:

- Emergency / Disaster: a sudden unexpected occurrence, either the result of human or natural forces, necessitating immediate action to prevent or mitigate significant loss or damage to life, health, property, essential public services, or the environment.
- Emergency / Disaster Response: Actions involving any development (such as new structures, grading or excavation) or vegetation removal that must be taken immediately in response to an emergency / disaster event (as defined above). Emergency / disaster response actions not involving any structural development of ground disturbance (such as use of emergency transport vehicles, communications activities or traffic control measures) are not included in this definition and are not affected by these provisions.

### The Process

1. Notification of the emergency / disaster response activity shall be submitted either within 48 hours of the commencement of a response action or by the next business day following the start of such an action, whichever is sooner. Notification shall be furnished to the Community Development Department, or the Forest Service for actions conducted on federal lands or federal agencies. This response notification is attached.
2. Within 30 days following the notification, a post-emergency / disaster response application shall be submitted by the party conducting the response action to the Administrator of Forest Service for federal agency actions.
3. Notification shall be submitted by mail, fax, telephone, e-mail or in person. If notification occurs by telephone, a hard copy of the notification shall be submitted by mail or in person with seven (7) days. A post-emergency / disaster response application must be submitted to the Community Development Department within 30 days following this notice. In certain cases, extensions to this time may be granted.
4. Repair and maintenance of an existing serviceable structure to its previously authorized and undamaged condition are not subject to the above referenced notification requirements.

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**NATIONAL SCENIC AREA  
EMERGENCY/ DISASTER RESPONSE NOTIFICATION**

Date and time of emergency/ disaster event:

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Nature of emergency/ disaster event:

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Description of emergency/ disaster response activities and magnitude of response action to be taken, if applicable (such as extent of earth movement, erection of structures, etc.):

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Location of emergency/ disaster response activities:

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Estimated start and duration of emergency/ disaster response activities:

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Contact person and phone number for the parties conducting the emergency/ disaster response actions:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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## NATIONAL SCENIC AREA POST-EMERGENCY / DISASTER RESPONSE

(Please complete application in ink)

Applicant:	E-mail:
Address:	Home: (    )
	Work: (    )
Property Owner:	E-mail:
Address:	Home: (    )
	Work: (    )
Location of Property:	
Tax Lot/Parcel #	Total acres:
Are any structures on property 50 years old or older from today's date? ____no ____yes If yes, identify:	
<b>Please attach the Legal Description of the tax lot/parcel of this application.</b> (Legal Description can be obtained from the County Auditor)	
Project Narrative (Attach additional sheets if necessary):	
Applicant signature(s):	Date:
Owner signature(s):	Date:
Note: Signature of applicant and property owner(s) authorizes the Community Development Department and other agency personnel reasonable access to the site in order to evaluate the application.	
<b>For Department use only</b>	
Legal description attached:    Yes / No	
Date received	Date complete
Receipt #	File #
Notes:	File assigned to:

## Site Plan Checklist

The application will NOT be accepted unless all points below are addressed. This checklist MUST be submitted with the site plan and application. The site plan must be drawn in ink.

The applicant may also submit (in addition to the site plan showing the entire parcel(s)), a more detailed drawing of the area(s) that will be affected by the proposal. Site plans that are overcrowded with information and those that are illegible will be returned to the applicant to be redrawn.

STAFF	APPLICANT	STAFF	APPLICANT		
<input type="checkbox"/>	<input type="checkbox"/>	North arrow	<input type="checkbox"/>	<input type="checkbox"/>	Property address
<input type="checkbox"/>	<input type="checkbox"/>	Tax parcel number(s) for all affected parcels	<input type="checkbox"/>	<input type="checkbox"/>	Site plan scale (ex: 1"=50')
<input type="checkbox"/>	<input type="checkbox"/>	Name of applicant and property owner (if different)	<input type="checkbox"/>	<input type="checkbox"/>	Location, depth, and extent of all clearing, grading & filling
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries, lines showing the dimensions, and size of subject parcel(s)	<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any dedicated easements on or adjacent to the property
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed structures, including dimensions and distances from property lines, other structures and critical areas (measurement is from the eave of the structure).	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing on-site septic system components, including tanks, drainfields (include dimensions for primary and reserve), pretreatment units and their distance to structures and property lines
<input type="checkbox"/>	<input type="checkbox"/>	Show general topography of the property and direction of natural drainage, significant terrain features or landforms (ex: top/toe of slope, rock outcroppings).	<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed wells and the 100' wellhead protection area radius for each
			<input type="checkbox"/>	<input type="checkbox"/>	Show all existing and proposed underground or above ground storage tanks.
<input type="checkbox"/>	<input type="checkbox"/>	Clearly identify and label the location and names of all existing and proposed roads, on or bordering the property. Show all proposed and existing driveways, trails, and parking areas on the parcel.	<input type="checkbox"/>	<input type="checkbox"/>	Any critical areas designated under the County's Critical Areas Ordinance, if known, located on or adjacent to the property (ex: landslides, wetlands, water bodies, watercourses, or possible flood zones)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all wells or drinking water sources and their well head protection areas within 100 feet of the property lines (if known)	<input type="checkbox"/>	<input type="checkbox"/>	Any additional information which the applicant feels will assist in evaluating the proposal (ex: maps, drawings, photos, and plans.

PLEASE SEE NEXT PAGE FOR ADDITIONAL SITE PLAN REQUIREMENTS FOR:

- On-site Septic
- National Scenic Area
- Shorelines
- Boundary Line Adjustments



## Additional Site Plan Requirements

If applicable, this information must be included in addition to the standard information required for all site plan drawings. See the previous page for a list of the standard requirements.

### ON-SITE SEPTIC

STAFF    APPLICANT

<input type="checkbox"/>	<input type="checkbox"/>	If Critical Area Review is not complete, show the <u>proposed</u> location of soil test pits and their distance to all wells, drainage ditches, and property lines.
<b>-OR-</b>		
<input type="checkbox"/>	<input type="checkbox"/>	If Critical Area review is complete, show the existing location of soil test pits and their distance to all wells, surface water, drainage ditches, and property lines.

### NATIONAL SCENIC AREA

STAFF    APPLICANT

<input type="checkbox"/>	<input type="checkbox"/>	Groupings and species of trees or other vegetation on the parcel.
<input type="checkbox"/>	<input type="checkbox"/>	Location and species of vegetation that would be removed or planted.
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed utilities (ex: electrical lines).

### SHORELINES

STAFF    APPLICANT

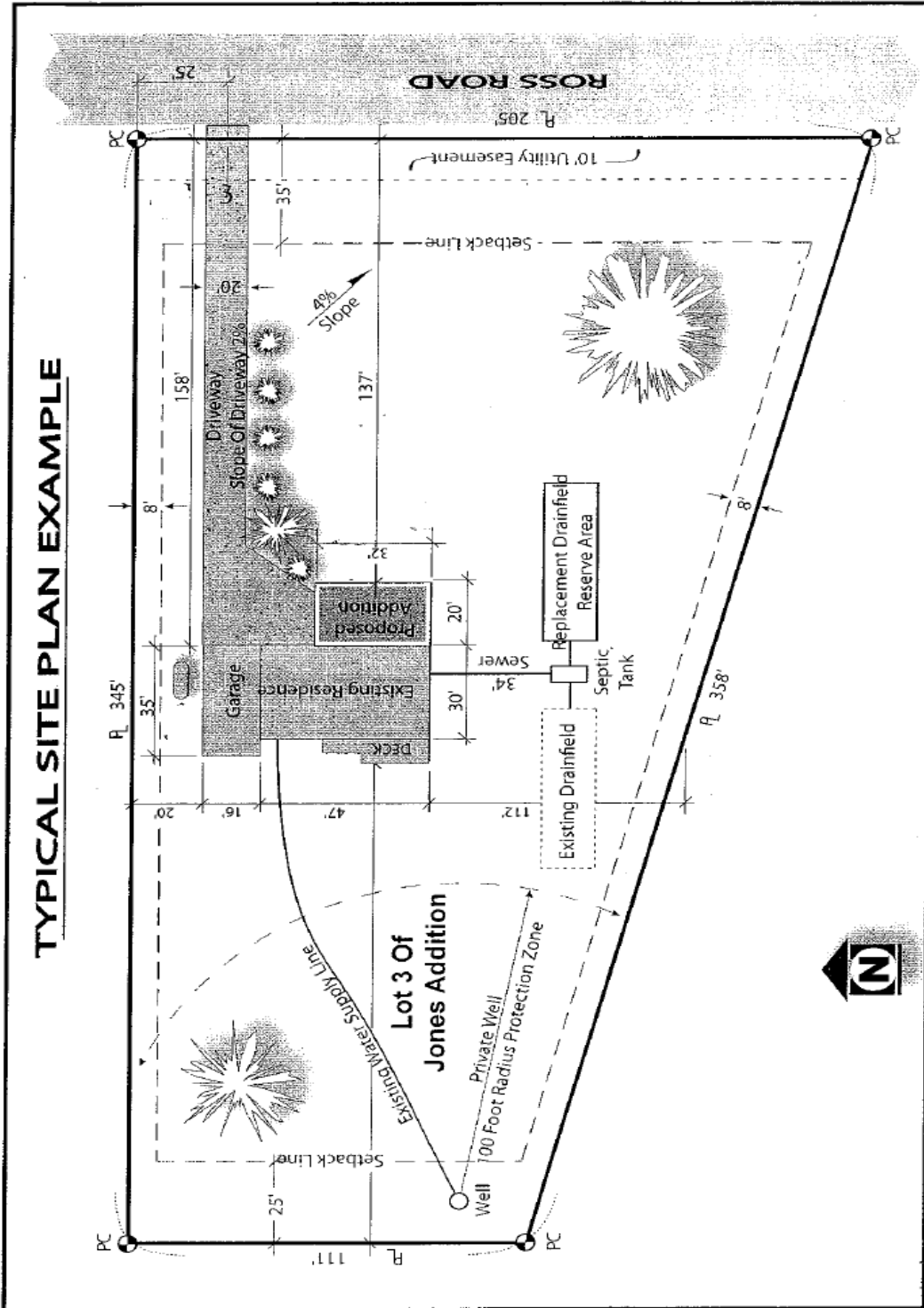
<input type="checkbox"/>	<input type="checkbox"/>	Show the Ordinary High Water Mark of the Shorelines on your property and within 300' feet from both side property lines.
<input type="checkbox"/>	<input type="checkbox"/>	Show the setbacks from the Ordinary High Water Mark of the Shorelines on your property and within 300' from both side property lines.

### BOUNDARY LINE ADJUSTMENTS

STAFF    APPLICANT

<input type="checkbox"/>	<input type="checkbox"/>	A drawing of the existing and proposed lot boundaries (Label the lots "A" and "B") <ol style="list-style-type: none"> <li>1. The proposed lot lines for all affected lots, indicated by heavy solid lines</li> <li>2. The existing lot lines proposed to be changed, indicated by heavy dashed lines.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	Area of existing parcels in acres or square feet.
<input type="checkbox"/>	<input type="checkbox"/>	Areas of adjusted parcels in acres or square feet.
<input type="checkbox"/>	<input type="checkbox"/>	Distance between existing and adjusted line(s).

# TYPICAL SITE PLAN EXAMPLE



<b>Name:</b> JOHN R. DOE	<b>Address:</b> 12345 Ross Road Stevenson, WA	<b>Scale:</b> 1" = 40'
<b>Site Address:</b> 12345 ROSS ROAD	<b>Property ID#:</b> 02-12-01-0-0-0111-00	<b>Date:</b> 10/4/2006

# SITE PLAN

\*Use this template or attach a separate site plan drawing.

			Scale used:		
			Date:		
Name:		Site Address:		Tax Parcel Number:	
Mailing Address:					