



**MODEL HOME  
CHECKLIST**

210 E 4<sup>th</sup> Street, LaCenter, WA  
98629  
Tel: 360.263.3654  
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OFFICE USE ONLY
PERMIT NUMBER

## SUBMITTAL CHECKLIST

### A. MODEL HOME PROCESS:

Type I Site Plan Review approval is required for a temporary sales office or model home and shall meet all applicable approval criteria in LCMC 18.270.040

### B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

- 1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.
- 2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.
- 3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 3. FEES:** Provide the appropriate fee.
- 4. SALES HISTORY:** Sales or transfer deed history dating back to 1969;
- 5. PRIOR APPROVALS:** Prior city/county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a lot of record
  - Prior segregation request, if any
  - Prior recorded survey, if any
  - (i) The applicant's and contact person's name, mailing address and phone number;
- 6. PROPOSED SITE PLAN:** A site plan, drawn to scale, showing proposed conditions, including:

(i) Layout and dimensions of adjusted parcels drawn to scale (minimum eight and one-half by 11 inches);

(ii) North arrow (oriented to the top, left or right of page), scale and date;

(iii) Area of adjusted sites in acres or square feet;

(iv) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;

(v) Public and private roads and easements and their dimensions and location; and

#### **□ 7. MODEL HOME PERMIT REQUIREMENTS:**

- Property corner pins or building pad survey
- Public infrastructure, including the future public sanitary system, storm system must be installed, tested and approved by the city prior to building permit issuance. The public water system including water meters must be installed and approved by Clark Public Utility.
- Curb and gutter installation must be done to allow the sidewalk and drive approach to be constructed for the model home.
- Graveled Roads at a minimum
- Grading must be completed to drain to the public storm system with adequate erosion control
- Street signs installed
- Active fire hydrant within 500 feet
- Critical Area Bonding as required by the HE Conditions.
- The applicant shall be aware that the public infrastructure is private, and must be maintained by the property owner until the plat is signed and public roads dedicated to the city

#### **APPLICATION FEES:**

**Model Home Type I Site Plan**

\$380 + \$85 per lot

Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of La Center as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of La Center, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of La Center may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name