



## CHANGE OF CONDITIONS APPLICATION

### Liberty Lake Community Development Department

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

A Pre-Application Conference is required prior to the submittal of this application. To schedule a Pre-Application Conference, please contact Community Development Department.

#### What type of modification are you requesting:

Minor Modification

Major Modification

#### The items below must be electronically submitted with your application (as applicable):

- **Copy of Plat, BSP, Zone Change, etc. & Original Conditions of Approval**
- **Assessor's Section Maps**
  - Submit 1 electronic copy of the current County Assessor map showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.
- **Legal Description**
  - The legal description of the property shall be illustrated on the site plan. The source of the legal description shall be clearly indicated.
- **Environmental Checklist – if applicable**
- **Certificate Of Water & Sewer Availability**
  - Submit 1 electronic copy of a signed certificate of water availability from the water purveyor and 1 electronic copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan, or if an amendment to the sewer comprehensive plan is required.
- **Required Public Notice** - Community Development Department staff will provide you with the preparation instructions at the Pre-Application Conference, if applicable
- **Site Plan**
  - Scale of drawing & North arrow
  - Vicinity map
  - Site area showing property boundaries & dimensions
  - Width and names of streets adjacent to the site
  - Existing buildings
  - Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
  - Height of all structures
  - Parking areas/ spaces/ driveways
  - Landscaping
  - Fencing
  - Topography of the site
  - Easement(s) affecting the use of the property
  - Septic tank, drainfield, and well
  - Dimensions from proposed structures to the ordinary high-water mark of all water bodies
  - Location and size of all wetlands
  - Easement which provides access to the public street
  - Access, if different from easement

<b>Applicant Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner #1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner #2 Name (if more than two property owners attach additional info/signature sheets):</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Agent / Consultant / Attorney Name (mandatory if primary contact is different from applicant / property owner):</b>	
Email:	Phone:
Address:	City, State, Zip:

Site Specific Information			
Site Address / Location / Parcel(s):			
Legal Description of Project / Proposal:			
Quarter:	Section:	Township:	Range:
Lot:	Block:	Plat:	
Adjacent Area Owned or Controlled (acres or sq. ft.):			
Current Property Size:			
Current Zoning:		Requested Zoning:	
Current Land Use:		Requested Land Use:	
Parcel Number(s) of Adjacent Area:			
Existing Use of Property:			
Description of Proposal:			
Proposed Modification:			

Proposed Use of Property			
Single Family Dwellings	Multi-Family Dwellings	Duplexes	Mixed-Use
Manufactured Homes	Commercial	Industrial	Other: _____
Proposed Number of Lots / Parcels:		Gross Area (acres):	

Typical Lot Size:	Smallest Lot Size:
Proposed Net Density*:	Minimum Lot Frontage:
<p>*Net density is units or lots per acre minus the area public or private right of way, parks, common open space, and any other nonresidential use. Net Density = Total Lots / (Gross area of site – right of way, parks, common open space, and any other nonresidential use).</p> <p>Gross density is units or lots per acre. Gross Density = Total Lots / Gross area of site</p> <p>Example: 500 lots on 150 acres with 30 acres of right-of-way and parks. Net Density = 500 / (150-30) = 4.16 units per acre, Gross Density = 500 / 150 = 3.33 units per acre</p>	
Is dedication of land for public use proposed? (roads, parks, open space, schools, etc.):	Yes      No
If yes, explain:	

Utility Companies / Districts to Provide Service to this Proposal	
School District:	Fire District:
Sewer Purveyor:	Water Purveyor:
Electricity:	Gas:
Phone:	Cable:
Proposed Source of Water & Sewage Disposal:	Public System:                      Other:
List Previous Planning Actions Involving Subject Property:	

Proposed Street Improvements		
Private Driveway (3 lots or less)	Private Road(s)	Public Road(s)
Public ROW with Private Access	Arterial Roads	Other:
Name of Public Road(s) Providing Access:		
Width of Property Fronting on Public Road:		
Auditor Recording No.(s) of Private Road Easement(s) & Maintenance Agreements Providing Access:		
Does the Proposal Have Access to an Arterial or Planned Arterial?	Yes	No
If yes, name of Arterial Road(s):		
Have You Provided Access to Adjacent "Land Locked" Properties without Access to Public Streets?	Yes	No
If not, explain why:		

**Project Impact**

If you do not hold title to the property, what is your interest?

Do you, or the owner (in the event you do not own this property) have any plans for future additions, expansions, or further activity related to this proposal? Yes                      No

If yes, explain:

What are the changes in the conditions of the area which you feel make this proposal warranted?

What factors support the project?

What impacts will the proposed project have on the adjacent properties?

What measures do you propose to mitigate your proposal's impact on surrounding land use?

Does the proposed site include or is it adjacent to a water body? (Exposed standing water, pond, year-round stream, river, or lake) Yes                      No

If yes, list:

Does the proposed site have any wetlands? (Open water, seasonal water, marsh areas, saturated soils, or wetland plants such as "cat tails") Yes                      No

If yes, list:

Which type of wetlands exist on site? (if applicable)	Type I	Type II	Type III	Type IV
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If wetlands exist, how close to the edge of the wetland do you plan to develop? \_\_\_\_\_ Feet

Explain:

Does the proposed site presently have any fish or wildlife habitat? Yes                      No

If yes, list:

Does the proposed site have critical areas? (Such as slopes over 30%, unstable soil or rocks prone to landslides, sever erosion, flooding or others) Yes                      No

If yes, list & explain:

Signing this application is acknowledgement of agreeing to the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any

balance on the account of this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

**Required Signatures**

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described in this application.

**Applicant's Signature**

**Printed Name**

**Date**

The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.

**Property Owner's Signature**

**Printed Name**

**Date**