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Staff Use Only	
Label	Date Stamp/Staff Initials

1.	Application Submittal Checklist - All items listed are required at the time of application. Incomplete
	applications will not be accepted.

- ☐ Master Application
- Application Fee. Refer to the current fee schedule. Additional fees may occur if the base hours/fees are exhausted.
- □ One Site Plan See Site Plan Submittal Requirements on page 4
- Project Narrative- The narrative should include what is existing and proposed on the subject parcel. Be specific regarding all uses and activities to occur on-site, the critical areas and the specific allowance or reduction requested.
- Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, topographic survey or others. All special reports must be submitted as paper documents **and** PDF files on a flash drive
- 2. Project Description (Attach separate sheet if necessary):

- **3. Provide answers to the following questions:** (Attach separate sheets if necessary) Pursuant to Thurston County Code 24.45.030, **all** of the following review criteria listed below are used by the Hearing Examiner to approve, or approve with conditions, the reasonable use exception. For each statement, explain how the project will meet the stated criteria. It is the applicant's responsibility to provide complete responses.
 - a. No other reasonable use of the property as a whole is permitted by this title.

b. No reasonable use with less impact on the critical area or buffer is possible. At minimum, the alternatives reviewed shall include a change in use, reduction in the size of the use, a change in the timing of the activity, and/or a revision in the project design



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c. The requested use or activity will not result in any damage to other property and will not threaten the public health, safety or welfare on or off the development proposal site or increase public safety risks on or off the subject property.

d. The proposed reasonable use is limited to the minimum encroachment into the critical area and/or buffer necessary to prevent the denial of all reasonable use of the property

e. The proposed reasonable use shall result in minimal alteration of the critical area including but not limited to impacts on vegetation, fish and wildlife resources, hydrological conditions, and geologic conditions



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f. A proposal for a reasonable use exception shall ensure no net loss of critical area functions and values. The proposal shall include a mitigation plan consistent with this title and best available science. Mitigation measures shall address unavoidable impacts and shall occur on-site first, or if necessary, off-site.

g. The reasonable use shall not result in the unmitigated adverse impacts to species of concern

h. The location and scale of existing development on surrounding properties shall not be the sole basis for granting or determining a reasonable use exception

Has the property been subdivided or boundary lines adjusted since February 1, 1994? TYES NO

If Yes, has the subdivision or boundary line adjustment resulted in the need for this RUE? YES
NO



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4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 1/2" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
	a. North arrow, site address, tax parcel number and map scale used	
	 All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested. 	
	c. All existing and proposed structures	
	 Setback distance measurements from all property lines (or road access easements) to all existing and proposed buildings 	
	e. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	f. All easements encroaching onto the property (for example: utility, road, railroad, etc)	
	g. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	 The location of all existing off-site water supplies within 200 feet of the project site with their associated sanitary control radii (100' for wells & 200' for springs). 	
	i. Square footage of existing and proposed impervious surfaces	
	 Location of any critical areas and buffers (example: wetlands, shorelines, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc) 	
	k. Topographic information showing two-foot contours for the entire subject parcel or parcels and a minimum of fifty feet into adjacent parcels, based on available county information.	
	 All existing vegetation to remain and all proposed landscaping including location and type 	
	m. Vicinity Map at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.