



THURSTON COUNTY  
WASHINGTON  
SINCE 1852

## THURSTON COUNTY DEVELOPMENT SERVICES

# OPEN SPACE TAX PROGRAM

## APPLICATION PROCESS OPEN SPACE CLASSIFICATION

An application for open space classification can take several weeks to prepare. Once the application is submitted, it can take up to six months for the County to complete the entire application review process.

The following table is designed to provide a general idea of how much time is involved in the application process and what will take place. Each application presents unique circumstances that may require more time for the process. Please talk with County staff if you have any questions about the process. We do our best to minimize delays.

### APPLICATION PROCESS--TIME ESTIMATES

STEPS	ELAPSED TIME
1. Consult with County staff and complete the application form; obtain all required documents.	1 week to several weeks
2. Submit your application to Thurston County; <b>incomplete applications will be returned to the applicant.</b>	A few minutes if delivered in person
3. A County staff member will contact you for a site visit.	1-2 weeks
4. County staff will complete a staff report and set a public hearing date for the Thurston County Planning Commission. Staff may contact you for further information in preparation of the staff report.	6-8 weeks, as the Planning Commission calendar allows
5. A public hearing notice is published in <u>The Olympian</u> at least 20 days before the hearing.	3-4 weeks

STEPS	ELAPSED TIME
6. The Planning Commission holds a public hearing and makes a recommendation to the Thurston County Board of Commissioners.	A few minutes at the Planning Commission meeting
7. The Board of County Commissioners sets a public hearing date.	2-3 weeks, as the Board's calendar allows
8. A public hearing notice is published in <u>The Olympian</u> at least 20 days before the hearing.	3-4 weeks
9. The Board of County Commissioners holds a public hearing and either approves or denies the application.	Up to an hour at the Board's meeting
10. If the application is approved, an agreement is prepared and mailed to you for a notarized signature.	1-2 weeks

The reduction in property taxes appears the second year after the application is submitted.

Year 1	Year 2	Year 3
Application Submitted (Any time during the year)	Tax Rolls Changed for Following Year	Taxes Reduced