



City of Washougal
Road Modification Type I Review

Community Development - Planning
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

RMOD: _____

Fee: _____

Paid: _____

SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

REQUEST/MODIFICATION: _____

APPLICANT:

Name Phone E-mail

Address City State Zip

PROPERTY OWNER (list multiple owners separately)

Name Phone E-mail

Address City State Zip

CONTACT PERSON (if different than the APPLICANT)

Name Phone E-mail

Address City State Zip

LOCATION OF PROJECT:

Site Address: _____ **Cross Street:** _____

Located in the _____ **1/4 of Sec:** _____ **Township:** _____ **Range:** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning Designation:** _____

Overlay Zone(s): _____ **Total Acreage of Original parcel(s):** _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (**Letter of authorization required if other than property owner**)

Date

Road Modification Type I Review Instructions

This packet provides the information and forms necessary for a Road Modification.

Requests to modify the Washougal Engineering Standards (WES) shall be submitted in writing by the developer's engineer to the Public Works Director. This written request shall state the desired modification(s), the reason(s) for the request(s) and a comparison between the specification(s), standards(s), and the modification(s).

Any requests for modification to the WES should be documented with reference to nationally accepted specifications/standards.

Submittal of Application:

The Completed application form, and associated fee, shall be submitted to the Community Development Department located at 1701 C Street, Washougal, WA 98671. Upon receipt of an application, the Community Development Director will route the application to the Public Works Director.

Criteria for Modification:

The Director may grant a modification to the adopted specifications or standards when one of the following conditions are met:

1. The specification or standard does not apply in the particular application.
2. Topography, right-of-way, or other geographic conditions impose an unusual or unique hardship on the applicant and an equivalent alternative which can accomplish the same design is available that does not compromise public safety or accessibility for the disabled.
3. A change to a specification or standard is required to address a specific design or construction problem which if not enacted will result in undue hardship.

Review Process:

Following are the application steps, procedures and timelines for processing an application for Type I Road Modification:

1. Within 28 calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
2. Within 14 calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically complete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what additional information is required to make it technically complete, the director shall note the date on the application form.
3. The director shall approve, approve with conditions, or deny a Type I application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the city shall not be included in the 28-day period.

Review:

The request to modify shall be reviewed by the Public Works Director, who shall consult the appropriate review authorities and make one of the following decisions:

1. Approve as is,
2. Approve with changes, or
3. Deny with an explanation

The modification, if approved, is for the specific project and use. Approval of a request shall not constitute a precedent.

If a Road Modification Review is part of an overall application (i.e. PUD or CUP) that is a subject to a higher review process, the Road Modification Review shall be considered in conjunction with the overall application.

Appeal:

The applicant may appeal the Public Works Director's decision to the City Council.

Submittal Requirements:

The following is required for submittal of a Road Modification application. Applications will not be processed until **ALL** of the following information is submitted and determined technically complete.

APPLICATION FORM:

Application form completed and signed by owner(s) of record, or their authorized representative. If signed by an authorized representative, a letter of authorization, signed by the property owner shall accompany the application.

NARRATIVE

Written Narrative which states the desired modification(s), the reason(s) for the request(s), and comparison between the specification(s), standard(s), and the modification(s). The narrative must address the "Criteria for Modification" listed below and found at WES 1.07(D).

APPLICATION FEE:

The applicable fee of **\$250.00** shall accompany the application.