



Need More Information?

Additional information on development review, fees or scheduling a pre-application meeting can be obtained from:

Permit Center
Douglas County Transportation & Land Services
140 19th Street NW
East Wenatchee, WA 98802

Phone (509) 884-7173
Fax (509) 884-3954

Or

Visit us on the Internet at
www.douglascountywa.net
for on-line applications, comprehensive plans, the county code,
and other useful information

*This publication is intended to provide general information only.
It is not a substitute for the requirements of official plans, policies, resolutions and/or codes.*



● Permit Process

Different types of development require different levels of review. Some developments only affect the surrounding neighbors. Others affect the entire community.

In general, the more potential for impact to adjacent property owners and the general public, the more opportunity the public has to participate in the process.

Permit processes include:

- Pre-application meetings
- Limited administrative review
- Full administrative review
- Quasi-judicial review
- Legislative review

● Pre-Application Meetings

Pre-application meetings give applicants the opportunity to get feedback on their project from the reviewing agencies before they submit a formal application. *Refer to the "Pre-Application Meetings" brochure for additional information.*

● Limited Administrative Review

Development projects reviewed under this process are subject to clear, objective and non-discretionary standards. Permit decisions are made by county staff. These decisions are based on the specific standards in the Douglas County Code.

Permits reviewed under this process include **single-family building permits, in-home daycare, accessory dwelling units, temporary use permits, code interpretations and boundary line adjustments.**

Process:

1. Complete a permit application and submit it to county staff.
2. County staff will review the application and either approve the application, work with the applicant to obtain approval, or deny the permit.

● Full Administrative Review

Development applications reviewed under this process are subject to standards that address the unique characteristics of the project, the property involved and the surrounding neighborhood. These permits generally have limited public interest and include **home occupations, short subdivisions, site plan review and family farm support parcel divisions.**

Process:

1. Schedule a pre-application meeting with county staff to discuss the proposal and receive the appropriate applications.
2. Submit a complete application and related materials to Transportation and Land Services.
3. County staff review the application and provide an opportunity for public and agency comment.
4. A "Notice of Action" (decision) will be made once all agency and public comments have been considered.

● Quasi-Judicial Review

Quasi-judicial review is used when the development or proposed use requires a public hearing. Applications reviewed under this process include **subdivisions, conditional use permits, planned residential developments, variances and shoreline permits.**

Process:

1. Schedule a pre-application meeting with county staff to discuss the proposal and receive the appropriate applications.
2. Submit a complete application and related materials to Transportation and Land Services.
3. County staff review the application and provide an opportunity for public and agency comment.
4. A public hearing date is set, where the applicant or the applicant's representative will present the case and answer any questions from the hearing officer or audience.
5. A decision will be made on the application within 10 working days after the public hearing.

● Legislative Review

Legislative review is used when the proposed development involves creating or amending county policy or law in cases such as **comprehensive plan amendments, zoning or development code changes and master plan developments.**

Process:

1. Schedule a pre-application meeting with county staff to discuss the proposal and receive the appropriate applications.
2. Submit a complete application and related materials to Transportation and Land Services.
3. County staff review the application and provide an opportunity for public and agency comment.
4. A public hearing date is set, where the applicant or the applicant's representative will present the case and answer any questions from the planning commission.
5. The planning commission forwards its recommendation to the Board of County Commissioners who will hold a public meeting to determine whether to accept or reject the planning commission recommendation.