



## GENERAL INSTRUCTIONS

Applicants must supply the following information to initiate a Site Analysis Application:

- A Site Plan Drawing.
- Landowner's signature OR Landowner Consent Form must be completed and signed.
- Fees:
  - **\$90** fee for application
  - **\$25** for each additional new structure. There will be additional fees if a site visit is required.
  - **\$25** fee for each Amendment.
  - **\$45** fee for new address. Physical Address will be verified or assigned as part of the application process.
- Wetland typing and/or delineation will incur actual cost
- The Site Analysis findings are valid 12 months from the date of final approval

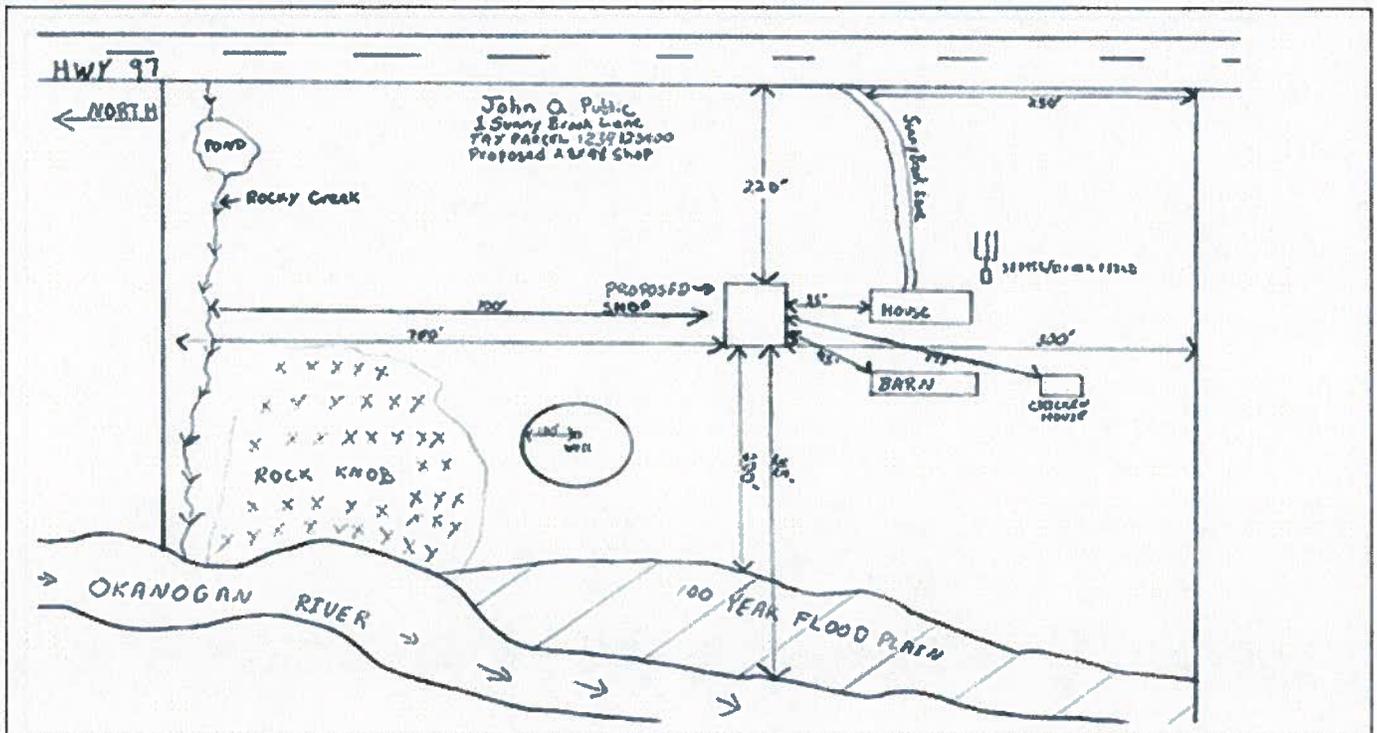
**ALLOW A MINIMUM OF TWO WEEKS FOR REVIEW OF THIS APPLICATION**

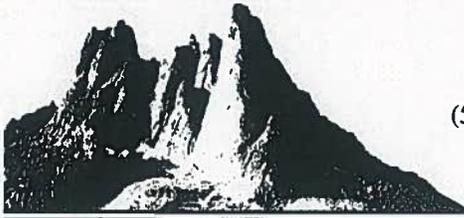
## REQUIRED ITEMS FOR SITE PLAN DRAWING

- Include drawings of all existing structures on the parcel including location of roads, and driveways.
- Measurement of proposed structures to all property lines.
- Measurement from proposed building to critical areas.
- Any driveways, roads or streets and their names
- Measurement of the distance between driveway and nearest property corner.
- All existing and proposed structures and distance between buildings.
- Critical areas (streams, rivers, ponds, wetlands, floodplain, etc.)

Location of well and septic system is optional. Location of these items may be helpful if drawing is used for other permitting agencies.

## EXAMPLE OF SITE PLAN DRAWING





OKANOGAN COUNTY  
OFFICE OF PLANNING AND DEVELOPMENT

123 - 5<sup>th</sup> Ave. N. Suite 130 - Okanogan, WA 98840  
(509) 422-7160 • FAX: (509) 422-7349 • TTY/Voice Use 800-833-6388  
email: [planning@co.okanogan.wa.us](mailto:planning@co.okanogan.wa.us)

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## Nightly Rental Addendum to the Site Analysis Application

1. The outward appearance of a single family residence must be maintained. **Please submit a photo of the residence used for the nightly rental.**
2. **Please provide the Unified Business Identifier below.**

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3. The owner shall possess and keep valid at all times, an overnight transient accommodation permit (OTA permit) from Okanogan County Public Health to operate the facility. **Please provide a copy of the OTA permit.**

**The following only applies to those areas designated by Okanogan County's Comprehensive Plan as the Methow Valley More Completely Planned Area or Methow Valley More Completely Planned Area Sub-Unit A.**

4. Only one dwelling may be rented per owner. Each property owner may rent only one nightly rental regardless of the number of properties owned. A nightly rental permit is required for a single dwelling on a lot of record or for a second dwelling on a lot of minimum size for the zone in which it is located. For a second dwelling on a parcel to be rented as a transient tourist accommodation, the owner must live in the main residence. No permit shall be issued to the holder of an existing bed and breakfast license for a nightly rental structure on the same property. In no case shall the primary dwelling and accessory dwelling be rented at the same time. **Please list the properties you own and which will be used as a nightly rental below.**

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5. No more than one sign shall be provided on the premises. The sign shall be made of natural materials not exceeding two square feet in area and, if illuminated, shall be indirectly illuminated. **Please provide design criteria for the operational signs.**

6. Mobile homes, manufactured homes, travel trailers, or recreational vehicles shall not be used for residential transient tourist accommodations (nightly rentals). A modular home may be used as a nightly rental when its owner is in possession of a valid building permit.
7. The maximum number of individuals to be served by the nightly rental is **10**.
8. Occupancy and operation of a nightly rental shall be in a manner that is compatible with the surrounding neighborhood character. Factors upon which compatibility will be judged include but are not limited to noise, traffic, light, and glare.
9. Amortization Period: As of January 1, 2021, all permitted, unpermitted, or legal pre-existing nightly rentals shall cease and no longer be legally permitted to operate, except:
  - a. Nightly rentals permitted in accordance with OCC 17A.270, or
  - b. Nightly rentals located within a planned development, planned unit development, or planned destination resort, which has been permitted to allow nightly rentals and the residence in which the nightly rental is operating was permitted as a nightly rental.