



# MASTER APPLICATION

## Property Information

Project Address \_\_\_\_\_ Parcel ID # \_\_\_\_\_ Acres \_\_\_\_\_

Description of Proposal \_\_\_\_\_

Property Owner \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email \_\_\_\_\_

Circle preferred method of contact

Applicant (If NOT the property owner) \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email \_\_\_\_\_

*I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.*

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Notice of Authorization (To be completed by both the owner and authorized agent)

I \_\_\_\_\_ (*property owner*) hereby certify that I am the owner of the property located at \_\_\_\_\_ (address or parcel number). I certify that this application for a \_\_\_\_\_ (*permit type*) is true and correct.

I have authorized \_\_\_\_\_ to represent me as the applicant / agent. Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Applicant/ Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

#### DEPT USE ONLY

Permit #: \_\_\_\_\_ Permit Type: \_\_\_\_\_ Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_



# OPEN SPACE OPEN SPACE

## **Submittal Checklist**

The following are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

### **\_\_\_ 1. Master Application**

- Form completed and signed in ink by the owner or applicant
- Clearly identify if the application is for General Open Space or Farm Open Space
- Brief Written Description of proposal

### **\_\_\_ 2. Parcel Standard Report (EPIC)**

- Can be obtained from Cowlitz County Website: *(For step by step navigation and instruction see below)*
  - [www.co.cowlitz.wa.us](http://www.co.cowlitz.wa.us)
  - Departments
  - Building & Planning
  - Quick Links *(blue section on right hand side)*
  - EPIC *(first option under "Quick Links")*

### **\_\_\_ 3. Written Statement**

- Written statement explaining how the proposed reclassification meets three or more of the criteria for the open space category sought (see Cowlitz County Code Section 18.52.070)
- If applicable, identify how many years the land was previously taxed as agricultural land under RCW 84.34

### **\_\_\_ 4. Land Conservation Plan per [Cowlitz County Code 18.52.050](#)**

### **\_\_\_ 5. Site Plans/Maps**

- Site plan that shows all structures, natural features, property lines, transportation routes, drainages, etc.
- Aerial/Satellite image of parcel [EPIC map may be sufficient]

### **\_\_\_ 6. Department of Revenue Application for Open Space Land**

### **\_\_\_ 7. Review Fee**

# Open Space - Open Space Approval Procedure

Pick up application from the Cowlitz County Assessors Office



Submit preliminary consultation application to the Building and Planning Office



**Two — Four Weeks Later, depending on availability**

Complete a no-fee preliminary consultation with staff from the Assessor and Building and Planning offices



Submit complete formal application to Building and Planning Office



Administrative Review by Building and Planning Department. See Criteria in [CCC 18.52.070](#)



**One — Two Months Later**

First Planning Commission meeting to workshop proposal  
[No recommendation made]



**One Month Later**

Second Planning Commission meeting with recommendation of approval/conditions/denial issued to Board of County commissioners.



**Transmitted to Elected Commissioners within 14 Days**

Elected County Commissioners will review application. They may accept the recommendations of the Planning Commission or hold separate public hearing to issue contrasting determination.



If approved, the clerk of the board will send contract to landowner for signature



**Landowner must sign and return within 25 Days**

**\*Complete\***



**Application for Classification or Reclassification  
Open Space Land  
Chapter 84.34 RCW**

**File With The County Legislative Authority**

Name of Owner(s): \_\_\_\_\_ Phone No: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Parcel Number(s): _____
Legal Description: _____ _____ _____
Total Acres in Application: _____

Indicate what category of open space this land will qualify for:

- Conserve or enhance natural, cultural, or scenic resources
- Protect streams, stream corridors, wetlands, natural shorelines, or aquifers
- Protect soil resources, unique or critical wildlife, or native plant habitat
- Promote conservation principles by example or by offering educational opportunities
- Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries, or other open spaces
- Enhance recreation opportunities
- Preserve historic or archaeological sites
- Preserve visual quality along highway, road, street corridors, or scenic vistas
- Retain in its natural state tracts of land not less than one acre situated in an urban area and open to public use on such conditions as may be reasonably required by the granting authority
- Farm and agricultural conservation land previously classified under RCW 84.34.020(2), that no longer meets the criteria
- Farm and agricultural conservation land that is "traditional farmland" not classified under Chapter 84.33 or Chapter 84.34 RCW, that has not been irrevocably devoted to a use inconsistent with agricultural uses, and has a high potential for returning to commercial agriculture

1. Describe the present use of the land.
  
2. Is the land subject to a lease or agreement which permits any other use than its present use?  Yes  No  
 If yes, attach a copy of the lease agreement.
  
3. Describe the present improvements (residence, buildings, etc.) located on the land.
  
4. Is the land subject to any easements?  Yes  No  
 If yes, describe the type of easement, the easement restrictions, and the length of the easement.
  
5. If applying for the farm and agricultural conservation land category, provide a detailed description below about the previous use, the current use, and the intended future use of the land.

**NOTICE:**  
**The county and/or city legislative authorities may require owners to submit additional information regarding the use of the land.**

As owner of the parcel(s) described in this application, I hereby indicate by my signature below that I am aware of the additional tax, interest, and penalties involved when the land ceases to be classified under the provisions of Chapter 84.34 RCW. I also certify that this application and any accompanying documents are accurate and complete.

The agreement to tax according to use of the property is not a contract and can be annulled or canceled at any time by the Legislature (RCW 84.34.070)

**Print the name of each owner:**

**Signature of each owner:**

**Date**

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The granting or denial of an application for classification or reclassification as open space land is a legislative determination and shall be reviewable only for arbitrary and capricious actions. Denials are only appealable to the superior court of the county in which the land is located and the application is made.

**Statement of Additional Tax, Interest, and Penalty Due Upon Removal of Classification**

1. Upon removal of classification, an additional tax shall be imposed which shall be due and payable to the county treasurer 30 days after removal or upon sale or transfer, unless the new owner has signed the Notice of Continuance. The additional tax shall be the sum of the following:
  - (a) The difference between the property tax paid as "Open Space Land" and the amount of property tax otherwise due and payable for the last seven years had the land not been so classified; plus
  - (b) Interest upon the amounts of the difference in (a), paid at the same statutory rate charged on delinquent property taxes; plus
  - (c) A penalty of 20% will be applied to the additional tax and interest if the classified land is applied to some other use except through compliance with the property owner's request for withdrawal as described in RCW 84.34.070(1).
2. The additional tax, interest, and penalty specified in (1) shall not be imposed if removal resulted solely from:
  - (a) Transfer to a governmental entity in exchange for other land located within the State of Washington.
  - (b) A taking through the exercise of the power of eminent domain, or sale or transfer to an entity having the power of eminent domain in anticipation of the exercise of such power.
  - (c) A natural disaster such as a flood, windstorm, earthquake, wildfire, or other such calamity rather than by virtue of the act of the landowner changing the use of such property.
  - (d) Official action by an agency of the State of Washington or by the county or city where the land is located disallows the present use of such land.
  - (e) Transfer of land to a church when such land would qualify for property tax exemption pursuant to RCW 84.36.020.
  - (f) Acquisition of property interests by State agencies or agencies or organizations qualified under RCW 84.34.210 and 64.04.130 (See RCW 84.34.108(6)(f)).
  - (g) Removal of land classified as farm & agricultural land under RCW 84.34.020(2)(f) (farm home site).
  - (h) Removal of land from classification after enactment of a statutory exemption that qualifies the land for exemption and receipt of notice from the owner to remove the land from classification.
  - (i) The creation, sale, or transfer of forestry riparian easements under RCW 76.13.120.
  - (j) The creation, sale, or transfer of a conservation easement of private forest lands within unconfined channel migration zones or containing critical habitat for threatened or endangered species under RCW 76.09.040.
  - (k) The sale or transfer of land within two years after the death of the owner of at least a fifty percent interest in the land if the land has been assessed and valued as designated forest land under chapter 84.33 RCW, or classified under this chapter 84.34 RCW continuously since 1993. The date of death shown on the death certificate is the date used.
  - (l) The discovery that the land was classified in error through no fault of the owner.

**FOR LEGISLATIVE AUTHORITY USE ONLY**

Date application received: \_\_\_\_\_ By: \_\_\_\_\_

Amount of processing fee collected: \$ \_\_\_\_\_

- Is the land subject to a comprehensive land use plan adopted by a city or county?  Yes  No

If yes, application should be processed in the same manner in which an amendment to the comprehensive land use plan is processed.

If no, application must be acted upon after a public hearing and notice of the hearing shall have been given by one publication in a newspaper of general circulation in the area at least ten days before the hearing.

- If the land is not subject to a comprehensive land use plan, is the land located within an incorporated part of the county?  Yes  No

If yes, application must be acted upon by three members of the county legislative authority and three members of the city legislative authority. See RCW 84.34.037(1) for details.

If no, application must be acted upon by three members of the county legislative authority.

- Application approved  In whole  In part
- Application denied  Date owner notified of denial (Form 64 0103):

If approved, date Open Space Taxation Agreement (OSTA) was mailed to owner:

Signed OSTA received by Legislative Authority on:

Copy of signed OSTA forwarded to Assessor on:

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711. For assistance, contact your local county assessor's office.

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