



City of Pacific



CONDITIONAL USE **PERMIT**

DEFINITION AND PURPOSE:

A Conditional Use Permit (CUP) is a permit granted by the Hearing Examiner which sets special conditions regarding a use in a zone where the use is not normally allowed. The CUP process is a means of imposing special conditions and requirements on development, so that the compatibility of uses shall be maintained considering other existing and potential uses within the general area where the conditional use is proposed. Conditions imposed on a CUP will reasonably assure that a nuisance or hazard to life or property will not occur. The CUP process is not a means to reduce the requirements of a zoning district where the conditional use is proposed.

SUBMITTAL:

1. Filing Fee: \$ 750.00 plus Time and Materials
2. Deposit: \$2,000.00
2. Technology Fee: \$5.00
3. Hearing Examiner Fee: Hourly Rate
4. Respond to conditional use permit criteria listed under Pacific Municipal Code (PMC) 20.20.
5. Please submit all items listed on the attached checklist.

PROCEDURE FOR HEARING EXAMINER VARIANCE:

1. It will take approximately 2-4 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least 10 days prior to the hearing.
3. A "Notice Board" (see example attached) shall be posted on the property in conformance with the Pacific Municipal Code. An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the public hearing notice is published in the newspaper.

4. The Hearing Examiner's decision is final unless appealed in writing pursuant to RCW 36.70C.040.

CONDITIONAL USE PERMIT APPLICATION

File No. _____ **Parcel No.** _____

1. Business Name: _____

2. Applicant Information:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

Status: (owner, lessee, agent, etc.) _____

3. Legal Property Owner Information:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

4. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Email: _____

5. Property:

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

5. Use:

Proposed use of property (in detail): _____

(Attach additional pages as necessary)

Changes to be made to the property: _____

Applicant's Signature

Owner's Signature

Please print name

Please print name

Date

Date

CONDITIONS FOR APPROVAL:

The applicant must justify that the Conditional Use request meets the minimum criteria for approval by the Hearing Examiner (Submit additional pages as necessary). These criteria are listed below.

1. **PMC 20.20.060:** The location, size, design, and operating characteristics of the proposed development will be compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density, to the availability of public facilities and utilities. Consideration will be given to the harmful effect, if any, upon desirable neighborhood character, to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the development;

2. **PMC 20.20.070:** The location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping, or civic environment, and will be attractive as the nature of the use and its location and setting warrants;

3. **PMC 20.20.080:** The proposed development will enhance the successful operation of the surrounding area in its basic community functions, or will provide an essential service to the community or region.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels with adjacent property owner addresses may be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor’s map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. A City of Pacific rubber stamp will be provided to the applicant upon request for the return address. **(NO METERED MAIL)**

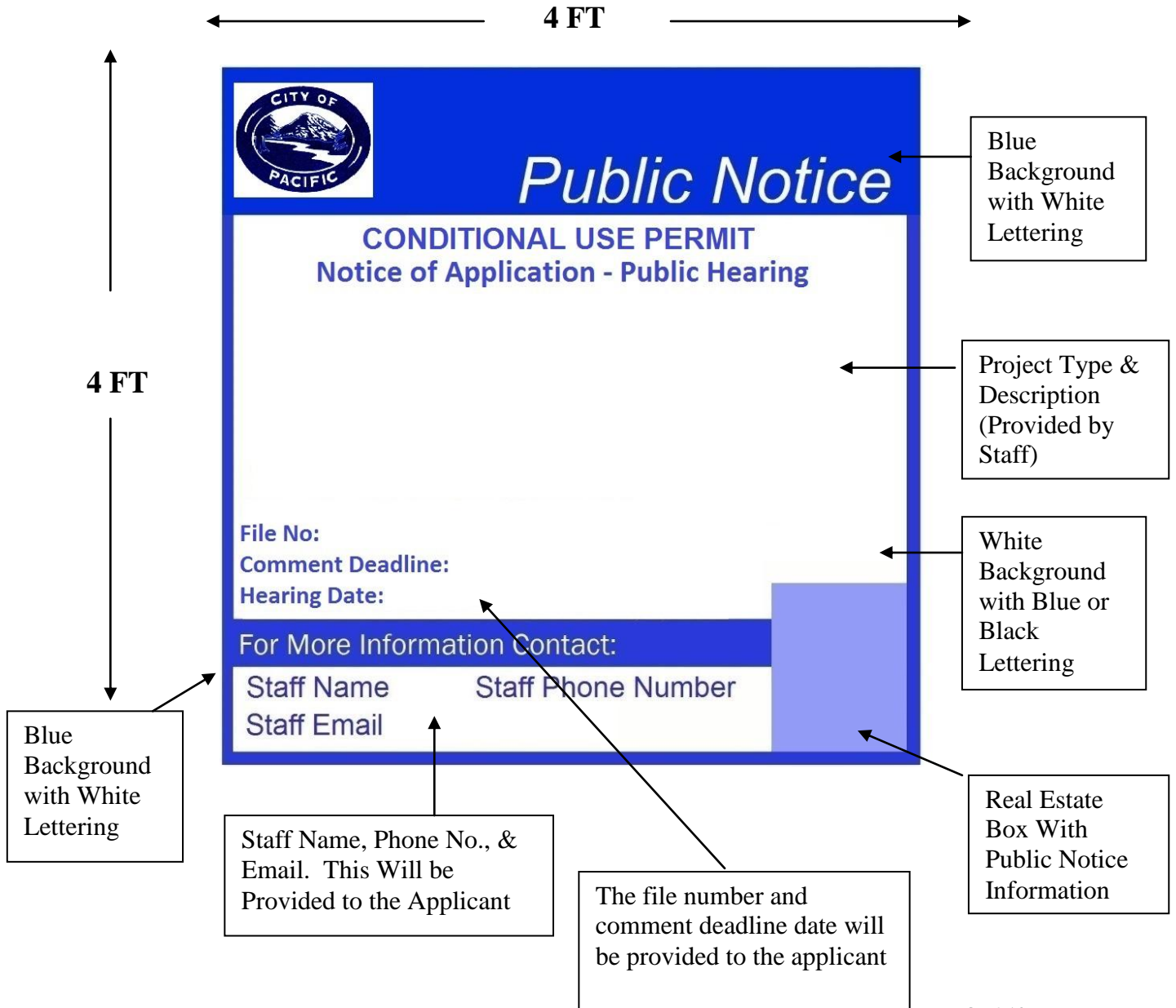
RETURN ADDRESS:

City of Pacific
Dept. of Community Development
100 3rd Ave. SE
Pacific, WA 98047

NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community Development.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____ **Date of Pre-App. Meeting:** _____

Part I – Plan Submittal

	<u>Applicant</u>	<u>Staff</u>
1. Completed Application form	_____	_____
2. A legal description of the subject property is provided.	_____	_____
3. If you are given an Environmental Checklist, all questions are answered and the checklist is signed.	_____	_____
4. A check to the City of Pacific for the filing fee and Environmental Checklist fee (if required)	_____	_____
5. All oversized plans folded to 8 1/2" x 14".	_____	_____
6. One paper reduction of each oversized plan	_____	_____

to 8 1/2" x 11".

Applicant **Staff**

7. **An electronic copy of all submittals on disk.**

8. County Assessor's Map(s) showing a 300' radius around edges of subject property

9. A minimum of two (2) sets stamped, legal size envelopes addressed to each property owner within 300' of the subject property (see attached directions) with the return address for the City of Pacific Community Development Department. A return address stamp is available for your use. **(NO METERED MAIL).**

10. A photocopy or printout of names and addresses.

11. **Four (4) completed Part II site plan checklist copies must be submitted.**

11A. **SUBMITTAL OF THE FEE OBLIGATION FORM**

Part II – Site Plan Requirements

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND FOUR (4) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

Engineer **Staff**

11. A dimension site plan drawn to scale showing the following:

a. Dimension and shape of lot with adjacent street

- names; _____

- b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings; _____

- c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes. _____

- d. Proposed landscaping (size, species, location, planting details, and distance apart) if applicable; _____

- e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features; _____

- f. All existing trees over 8" in diameter by species and an indication of which will be saved; _____

- g. The gross floor area and parking calculations (cite applicable city code); _____

- h. Existing and finished grades at 5' contours; _____

- i. Storm drainage, sidewalks, exterior lighting; _____

- j. The location of any recreation/open space with dimensions; _____

- k. Proposed public dedication/open space; _____

- l. Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale); _____

- m. Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure; _____

- n. A text describing conditions or features which cannot be adequately displayed on maps or

- drawings; _____

- o. A description of plans for covenants, uses, and
continuous maintenance provisions for the project; _____

- p. Proposed phasing; _____

- q. Vehicular and pedestrian circulation, any
special engineering features, and traffic regulating
devices needed to facilitate or insure the safety
of this circulation pattern. _____