RECEIPT NO.:_____

DATE APPLICATION RECEIVED:_____

DATE APPLICATION ACCEPTED AS COMPLETE:_____

CITY OF PULLMAN

CONDITIONAL USE PERMIT APPLICATION

APPLICANT:

NAME:_____

ADDRESS:_____

TELEPHONE:_____

STATUS (property owner, lessee, agent, purchaser, etc.):_____

PROPERTY OWNER (if different than applicant):

NAME:_____

ADDRESS:_____

TELEPHONE:_____

PROPERTY LOCATION (general or common address):

_____

_____

_____

ZONING DISTRICT:_____

PROPOSED CONDITIONAL USE:

_____

_____

_____

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_____

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

_____ _____

Applicant's Signature Date

CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

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INFORMATION REQUIRED WHEN APPLYING FOR A CONDITIONAL USE PERMIT

APPLICATION

A complete application must be filed with the Planning Department in sufficient time to allow for staff to review the application and give public notification of the hearing before the Board of Adjustment. An application will not be accepted until complete, as determined by the Planning Department. A complete application must include:

1. Application Form and Findings of Fact (Attached).
2. Environmental Checklist (EC). The EC will be reviewed by the City's designated "responsible official," who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) may be required. The EC may not be required in all instances; the applicant is advised to consult with the Planning Department as to whether an EC is required for the proposal.
3. Adjacent Property Owners List. The applicant shall provide a list of the names and mailing addresses, as shown on the records of the County Assessor, of the owners of property and the street addresses of the property within 300 feet of the boundaries of the property for which the conditional use permit is requested.
4. Plot Plan. A scaled drawing is required that shows the proposed layout of site development, including the following:
    a) dimensions and orientation of the property;
    b) location and dimensions, including heights, of buildings and structures, both existing and proposed;
    c) location and layout of off-street parking and loading facilities and pedestrian access separate from vehicular driveways;
    d) location of points of entry and exit for motor vehicles, and the internal circulation pattern;
    e) location of walls and fences with an indication of their height and construction material.
5. Legal Description. The applicant shall provide a complete legal description that adequately describes the property for which the conditional use permit is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.
6. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the conditional use permit is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.

All plans and maps required as part of this application shall be prepared in a reproducible format on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

FEES

1. Conditional Use Application Fee.....$ 250.00
2. Environmental Checklist Review Fee:.....$ 400.00
   ($250 will be refunded if an EIS is not required)

ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509)338-3213.

APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a decision regarding a request for a Conditional Use Permit, the Pullman Board of Adjustment must adopt "Findings of Fact." These Findings of Fact are factual statements which the Board relies upon in reaching its conclusions and decisions. The burden of proving that a conditional use permit should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Board to conclude affirmatively that <u>all</u> of the following criteria can be met.

(1) That the proposed use is consistent with the Comprehensive Plan.

(2) That the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located.

(3) That the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit.

(4) That the use, as approved or conditionally approved, will

- (a) be located on a site that is adequate in size and shape;
- (b) be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
- (c) not have a significant adverse environmental impact on the adjacent area or the community in general;
- (d) be compatible with surrounding land uses;
- (e) be provided with adequate parking; and,
- (f) be served by adequate public utilities and facilities.

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ANSWERS SHOULD BE PREPARED ON SEPARATE PAPER AND ENTITLED, "APPLICANT'S PROPOSED FINDINGS OF FACT".

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<u>PERMIT CONDITIONS</u>. Approval of a conditional use permit application may be conditioned so that the required findings can be made. Permit conditions may include requirements which:

(1) increase the required lot size or yard dimensions;
(2) increase street widths;
(3) control the location and number of access points to the property;
(4) increase the number of off-street parking or loading spaces required;
(5) limit the number of signs;
(6) limit the coverage or height of buildings because of obstructions to vie and reduction of light and air to adjacent property;
(7) limit or prohibit openings in sides of buildings or structures to expand requirements for screening or landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area;
(8) establish requirements under which any future enlargement or alteration of the use shall be reviewed by the City and new conditions imposed; and,
(9) establish regulations for the use of the property as necessary to protect nearby property or improvements from detrimental effects of the proposed use, such as limiting the hours of operation or number of employees.

CHECKLIST
CONDITIONAL USE PERMIT

____ 1. Application filed with Planning Department.

____ 2. Application reviewed for completeness by Planning Department.

____ 3. Legal description checked by Engineering Division.

____ 4. Application accepted as complete by Planning Department.

____ 5. Environmental Checklist reviewed by Responsible Official and determination of environmental impact made.

____ 6. Date set for Board of Adjustment public hearing (meets third Monday of the month - date must be within 90 days of date of filing).

____ 7. Notice of Public Hearing filed by Planning Department with official newspaper of the city (Notice must appear at least 10 days prior to the hearing).

____ 8. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (Notice must be distributed at least 10 days prior to the hearing).

____ 9. Staff report prepared by Planning Department and mailed to applicant and Board of Adjustment, and made available for public review prior to the public hearing.

____ 10. Public hearing conducted by Board of Adjustment.

____ 11. Applicant notified in writing of Board of Adjustment's recommendation.

____ 12. SEPA Notice of Action filed by Planning Department.