Department of Community Development
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Sequim, WA 98382
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APPLICATION FOR A MAJOR/MINOR CONDITIONAL USE PERMIT

For Department Use Only:

Major Application Fee of $1,280.00 plus consultant fee, if any; non-refundable
Minor Application Fee of $770.00 plus consultant fee, if any; non-refundable

Receipt Number:

Date: Clerk:

Application Number: _____

Associated Applications: _____

_____

Latecomer/DRCA:

APPLICANT INFORMATION

Owner's Name: _____

Owner's E-mail Address: _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Business Telephone: _____

Representative's Name: _____

Representative's E-mail Address: _____

Representative's Mailing Address: _____

Representative's Telephone: _____

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? □ No □ Yes

If yes, attach the appropriate environmental analysis.

This Conditional Use Permit is for? _____

Are there any latecomers/Developer Reimbursement Collection Agreements? If yes, attach the appropriate information.

Please provide the existing Address, Legal Description and/or Parcel Number(s)?
Use and attach additional pages if necessary.

Conditional Use Permit Application
Submittal Requirements Checklist

******It is the responsibility of the applicant to ensure that all submittal requirements listed below, where applicable, are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Department of Community Development. ******

- ☐ A complete Conditional Use Permit application with all required studies and submittal materials ($770.00-minor or $1,280.00-major - fee).
  Projects involving construction of public infrastructure (streets, utilities, etc.) require a Developers Extension Agreement.
- ☐ ***State Environmental Policy Act (SEPA) Checklist ($560.00-fee).
- ☐ Title Report or other proof of ownership.
- ☐ Responses to all Conditional Use Permit review criteria under SMC 18.60.030 (Attached to this application).
- ☐ Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 &18.80).
- ☐ Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
- ☐ Estimated quantities of fill exported and imported to the site.
- ☐ Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200′of the proposed project.
- ☐ Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- ☐ Adjacent property owners' list for all properties located within a 300′radius obtained for Clallam County assessor's office.
- ☐ A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500′of the subject property, and including a north arrow.
- ☐ Copies of any existing and/or proposed deed restrictions or covenants.
- ☐ Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc).
- ☐ Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- ☐ Preliminary landscaping plans.

- ☐ For proposed replatting of existing subdivisions: the lots, blocks, streets, etc. of the original plat shown with dotted lines in the proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines to avoid ambiguity.
- ☐ Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.
- ☐ A description of how parking requirements will be met.
- ☐ Preliminary road plans including plan, sections, and profiles.
- ☐ Preliminary phasing plan, if proposed.
- ☐ **<u>Five</u> Copies of an 18" x 24" or larger Minor Subdivision map prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50-feet or fewer to the inch depicting the following items:**
- ☐ The name of the project.
- ☐ Legal Description of the entire parcel.
- ☐ Date, scale and north arrow.
- ☐ Boundary lines, right-of-way for streets, private or public easements (their purpose) and property lines of lots.
- ☐ Location of all open spaces.
- ☐ Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
- ☐ Street (right-of-way) widths and names.
- ☐ Lot acreage, dimensions and lot numbers.

******The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. ******

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this major or Minor Conditional Use Permit.

***May not be required with permission of the Planning Director

_____	_____
Owner(s)	Date
_____	_____
Representative(s)	Date

SMC 18.60.030 Review criteria (Use additional pages if necessary)

A. The proposal will not materially endanger the public health, safety, or general welfare, or generate undesirable impacts beyond the property boundaries.

B. The proposal will not substantially impact the reasonable use and enjoyment of surrounding properties.

C. The proposal is consistent with the overall goals and objectives of the comprehensive plan and any applicable subarea plans.

D. The cumulative effect of approving this and similar proposals will not cause an erosion of the purpose and intent of the comprehensive plan.

E. The character of the use is in harmony with the surrounding area, the applicant has demonstrated that the conditional use, with any proposed mitigations, will have no more impacts off-site than other uses which are permitted within the zoning district.

F. The proposed development meets all applicable noise, odor, lighting and buffer standards for the zone in which it is proposing to locate.