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## **SPECIAL USE PERMIT APPLICATION**

### **PURPOSE:**

The purpose of the “special use permit” is to allow certain specified uses which are deemed necessary to the public convenience and/or have been identified by the comprehensive plan as being essential public facilities, but are found to possess characteristics which make impractical their being identified exclusively with any particular zone classification. Since certain special property uses have intrinsic characteristics relating to their function or operation which may necessitate buildings or structures associated with the special property uses to exceed the height, bulk, dimensional, or development standards of the zoning districts in which the special property uses may be located, the council may authorize that the height, bulk, dimensional, or development standards associated with the following special property uses be permitted to exceed those limitations set forth in the subject zoning district; provided, that such revised height, bulk, dimensional, or development standards are consistent with the criteria contained in Chapter 18.44 SMC.

### **WHEN REQUIRED:**

For all uses listed as special uses under SMC 18.20 or 18.56.030.

### **GENERAL CONDITION/S FOR APPROVAL:**

1. There is a demonstrated need for the proposed special use.
2. The special use is consistent with the goals and policies of the comprehensive plan.
3. The special use is not inconsistent with the health, safety, convenience, and welfare of persons residing or working in the City.

**SUBMITTAL:** *Please submit all of the items listed on attached checklist, and all applicable fees. Failure to submit all requested items (in legible form) will delay processing of your application pursuant to RCW 36.70A.440.*

## **Special Use Permit Application Process**

1. A Pre-Application meeting is required. This may be waived by the Director of Community Development upon written request. ***No application will be accepted prior to review at the Pre-Application meeting.***
  
2. A minimum of two (2) sets of stamped, legal size envelopes will need to accompany the application submittal. The applicant will need to obtain mailing labels for all adjacent property owners within a 300 foot radius of the subject property. See *Instructions for Obtaining Address Labels* on page 3 of this application.
  
3. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 120 days to make a decision regarding your application (unless additional information is requested by the City).
  
4. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see the attached example) on the property in conformance with Section 20.01.140 of the Sequim 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 NOA is published in the paper.
  
5. A public meeting date will be set before the Planning Commission. The Planning Commission will review the proposed preliminary plat and make a recommendation to the City Council. A staff recommendation will be sent to you at least 14 days in advance of the public meeting with the Planning Commission.
  
6. A public hearing will be set before the City Council. The City Council will review the staff and Planning Commission recommendation, listen to public testimony and issue a “Notice of Decision” (NOD) for the proposed project. A NOD will be sent to the applicant/property owner and to all persons of record. The City Council’s decision may be appealed to Superior Court.

## INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

***\*Please Note – Mailing labels with adjacent property owner addresses may only be purchased from Clallam 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 Sequim rubber stamp will be provided to the applicant upon request for the return address. **(NO METERED MAIL)**

### **RETURN ADDRESS:**

City of Sequim  
Dept. of Community Development  
152 W. Cedar St.  
Sequim, WA 98382

# Special Use Permit Application

**For Department Use Only:**

File No: \_\_\_\_\_

Associated Applications: \_\_\_\_\_

Date: \_\_\_\_\_

1. **APPLICANT/PROPERTY OWNER(S) INFORMATION:** *(if more than one owner, please attach additional sheets with names, owners, contact information and signatures)*  
**(Please Print)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Fax: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City) **(Please Print)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Fax: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Status: (Owner, Lessee, Agent, Etc.) \_\_\_\_\_

3. **PROPERTY:**

Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Lot Size (Sq. Ft.): \_\_\_\_\_ Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Please Attach Legal Description

**4. EXISTING USE OF THE PROPERTY:**

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2. Are there public services which are necessary or desirable for the support of the special use? These may include, but shall not be limited to, availability of utilities, transportation systems, including vehicular, pedestrian, and public transit systems, and education, police and fire facilities, and social and health services.
  
3. Is there adequate landscaping, screening, yard setbacks, open spaces or other development characteristics necessary to mitigate the impact of the special use upon neighboring properties?
  
4. Are there any proposed uses which exceed the bulk, dimensional, height, density and/or use standards of the zoning district? How are any variations to the code essential to the establishment of the public facility and/or special use? (i.e., a variance in height may be granted for a water tower, but not to provide an architectural element.)

## Special Use Permit Application Submittal Requirements Checklist

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

A Pre-Application meeting shall take place prior to formal submittal of the Special Use Permit application.

|   | Plan Submittal Requirements   | Applicant | Staff |
|---|---|-----------|-------|
| 1 | A complete application with all required studies, submittal materials and fees.   |           |       |
| 2 | State Environmental Policy Act (SEPA) Checklist (plus fee).   |           |       |
| 3 | Title Report (no more than 120 days old) or other proof of ownership as approved by the City.   |           |       |
| 4 | Adjacent property owners' list for all properties located within a 300' foot radius obtained for Clallam County assessor's office or other source.  |           |       |
| 5 | A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 300 feet of the subject property with the return address for the City of Sequim DCD. A return address stamp is available for your use upon request. ( <b>NO METERED MAIL</b> )   |           |       |
| 6 | One paper reduction of each oversized plan to 8 ½" x 11".   |           |       |
| 7 | <b>18" x 24" or larger Site Plan map prepared by a Washington State licensed and registered land surveyor or equivalent to, drawn at a horizontal scale of 50-feet or fewer to the inch, depicting the following items and required studies:</b>  |           |       |
| 8 | A scaled vicinity map showing the relationship of the proposed development to existing streets and surrounding land uses, and indicating the location of any nearby bodies of water, wetlands, or other significant natural features. The vicinity map should indicate all structures located within 300 feet of the subject property   |           |       |
| 9 | A Site Plan drawn to scale (1 in. = 20, or 30, or 40 ft.) showing the following:<br>a) Dimension and shape of lot with adjacent street names<br>b) Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings<br>c) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes<br>d) Off-street parking calculations and requirements |           |       |



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|----|---|--|--|
|    | e) Gross floor area.<br>f) Proposed phasing.  |  |  |
| 10 | North, South, West, and East Elevations for all structures on-site.   |  |  |
| 11 | <b>Critical Areas</b> special studies where required by the Critical Areas Ordinance (SMC 18.80); for questions consult with the City of Sequim Planning Department.  |  |  |
| 12 | <b>Preliminary Stormwater Drainage Plans</b> , prepared consistent with the requirements of SMC Title 13.   |  |  |
| 13 | Estimated quantities of fill exported and imported to the site.   |  |  |
| 14 | <b>Preliminary Site Section Drawings</b> . Section drawings which illustrate existing and proposed grades.  |  |  |
| 15 | <b>Preliminary Grading Plan</b> . An accurate topographic map of the property, delineating contours, (existing and proposed) at two-foot intervals. The plan shall indicate all proposed cuts, fills, and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and impervious surfaces. |  |  |
| 16 | A circulation plan indicating the proposed movement of vehicles, goods, and pedestrians within the development and to and from adjacent public arterial, collectors or roadways. Any special engineering features and traffic regulation devices needed to insure the safety of this circulation plan shall be shown.                             |  |  |
| 17 | Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' feet of the proposed project.  |  |  |
| 18 | Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.  |  |  |
| 19 | <b>Tree Retention Plan</b> . A landscape plan showing the species, size and location of all significant natural vegetation to be retained on the property.  |  |  |
| 20 | <b>Lighting and Signage</b> . A photometric plan identifying location and height of proposed parking lot, pedestrian and/or building security light structures and poles. Sign type and location shall be identified. A separate City of Sequim sign application will be required for additional sign information.                                |  |  |
| 21 | Copies of any existing and/or proposed deed restrictions or covenants.  |  |  |
| 22 | <b>Preliminary Utility Plans</b> , including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.  |  |  |
| 23 | <b>Preliminary Utilities Plan</b> . A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.   |  |  |
| 24 | Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.  |  |  |

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| 25 | <b>Preliminary landscaping plans.</b> A plan showing the species, size and location of all existing indigenous and native trees eight inches in diameter or larger, and other significant shrubs, groundcovers, and ornamental grasses within the property subject to the application. This plan must also include all proposed new landscaping. |  |  |
| 26 | The name of the project.   |  |  |
| 27 | Legal Description of the entire parcel.  |  |  |
| 28 | Date, scale and north arrow.   |  |  |
| 29 | Boundary lines, right-of-way for streets, easements and property lines of lots.  |  |  |
| 30 | Fencing. The location and description of any proposed fencing.   |  |  |
| 31 | Location of all open spaces.   |  |  |
| 32 | Street (right-of-way) widths and names.  |  |  |
| 33 | Lot acreage, dimensions and lot numbers.   |  |  |
| 34 | Locations of private and/or public easements, their dimensions and their purpose.  |  |  |
| 35 | <b>Accessories, Where Applicable.</b> The location of all outdoor furniture, trash receptacles, recycling areas, bicycle racks and other accessories.  |  |  |
| 36 | The applicant has responded to the Special Use Permit Review Criteria.   |  |  |

**\*\*\*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 Special Use permit under review.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative(s)

\_\_\_\_\_  
Date

# NOTICE BOARD DIMENSIONAL REQUIREMENTS

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. Lettering size shall be the following (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;

