



Conditional Use Permit Application

DECISION CRITERIA:	CONDITIONAL USE APPROVAL OR MODIFICATION MUST MEET THE FOLLOWING:
<p>Pursuant to Chapter 15 of the Winlock Development Code, a written statement addressing the approval criteria for an application must be submitted in order for an application to be deemed complete. Statements such as “not applicable” or “the proposal will comply with applicable development regulations” are not accepted. Written statements must address each criterion and must specify in detail how each will be complied with.</p>	<ol style="list-style-type: none"> 1. Conditional Use Permit use applied for is consistent with the description of character and intent of the zoning district in which the property is located. 2. Conditional Use approval will not be detrimental to the public health, safety, general welfare, comfort, and convenience of the surrounding neighborhood. Nor will it adversely affect the established character of the surrounding neighborhood and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located. 3. Proposed use is properly located in relation to the other land uses and to transportation and service facilities and street capacities without placing an undue burden on such facilities and streets. 4. Site size is sufficient to accommodate the proposed use and all yards, open spaces, walls, fences, parking, loading, landscaping, and other such features as are required by Ord. 822, or as needed in the opinion of the Board of Adjustment.

CONDITIONAL USE TYPE: New Major Modification Minor Modification

APPLICANT INFORMATION (if different than property owner)

Authorized Agent

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

PROPERTY OWNER INFORMATION (same as applicant)

Yes No

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

AUTHORIZED REPRESENTATIVE INFORMATION (same as applicant)

Yes No

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

PROPERTY INFORMATION

Site Address: _____ Tax Parcel No: _____

Full Legal Property Description: _____
 _____ Lot Size: _____ Zoning District: _____

Area to be Developed (SF): _____ Existing Site Use: _____

Describe the project and why a Conditional Use Permit is needed: _____

SITE ANALYSIS INFORMATION

Existing

Parking Area: _____ s.f.
 Number of Parking Spaces: _____ s.f.

Proposed

Parking Modification: _____ s.f.
 Number of Parking Spaces: _____ s.f.
 Parking Requirement: _____



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SITE ANALYSIS INFORMATION cont.

Existing

Building Area: _____ ft
 Building Height: _____ ft
 Use: _____
 Landscaped Area: _____ s.f.
 Percentage of site: _____%
 Percentage of Impervious Surfaces: _____%

Proposed

Building Modification: _____ ft
 Building Height: _____ ft
 Use: _____
 Landscape Modification: _____ s.f.
 Percentage of Site: _____%

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

 Signature

 Date

FOR OFFICIAL USE ONLY

APPLICATIONS	Date Req'd	Initial Rec	REQUIRED INFORMATION	Date Req'd	Initial Rec
Completed Application			Assessor's Map		
Pre-Application Conference			Site Plan		
PTE Form			Pre-Application Conference Notes		
Written Statement(s)			Traffic Impact Study/Engineering		
Verified Statement(s)			Notes/Comments:		
SEPA Checklist					
Site Plan					
FEES	AMOUNT		Date Received:		
Conditionial Use Permit Fee	\$		Received By:		
Application Fee	\$		Date Approved:		
Plan Review	\$		Permit #:		
SEPA Fee	\$		TOTAL Fees Due:		
Traffic Impact Study	\$		Date Paid:		
TOTAL FEES:	\$		Receipt #:		

City Official Signature: _____



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Checklist for a Conditional Use Permit Application:

The following must be included with your application.

- Written Statement Requirements:**
 - Completed Application:** *incomplete applications will not be accepted.*
 - Verified Statement:** statement that property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.
 - SEPA Checklist** *(if applicable)*
 - Written Statement:** three (3) copies of a detailed description of proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. The written statement must include the following:
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Review Criteria Section of Chapter 15 on the Winlock Development Code.
 - Provide hours of operation, total number of employees, maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
 - Lewis County Assessor's Map:** must show the property(s) within a 500-foot radius of the site and addressed, pre-stamped envelopes with names of the owners of all properties within that radius.
 - Pre-Application Conference Notes:** copy of the pre-application staff report(s) as required by the city's administration Ord. 756.03.
 - Traffic Generation:** provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either the Institute of Transportation Engineers (ITE) Trip Generation Manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Washington may be used for this determination.
 - **Note:** *a traffic study may be required as part of the application submittal when deemed necessary by the planning director. The determination is made at the time of the pre-application conference.*

Preliminary Map Requirements: *for electronic submittal, PDF from mapping program (preferred method). If hard copy, then two (2) copies of a map (18" x 24" survey at a scale of no less than 1" to 100 ft at minimum) from a licensed professional surveyor for review, with permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09*

- A label identifying the map as the correct land division type "Conditional Use Permit".
- A vicinity map, the date, and north arrow.
- Property dimensions and boundary lines
- Location of all existing and proposed streets, intersections, driveways, sidewalks, median islands, curbs, gutters.
- Location, size and height of all existing and proposed structures, storage areas, buffer areas, yards, open spaces, and landscaped areas, include the total square feet of ground area coverage.
- Proposed use of structures and gross floor area.
- Location of all existing and proposed utility structures and lines, stormwater retention, drainage, and treatment systems, fire hydrants, utility poles, streetlights etc.



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- Location and height of all existing and proposed fencing, retaining walls, screen planting, freestanding signs, easements, refuse areas, and on-site utility structures.
- Vehicular and pedestrian circulation plan illustrating all access points for the site; size, location of all driveways, streets, roads; location, size, design of parking and loading areas (including height clearance of off-street loading area); include total area of lot coverage of all parking areas and driveways.
- Estimated of the traffic generation to and around the property that is anticipated if the proposed development is constructed.
- Generalized grading plan, if proposed grade differential on-site will exceed 24 inches from the top of the curb or adjacent properties.
- Existing and proposed topographic features and contours, at intervals not greater than five (5) feet and showing present and proposed grades. Location of natural features such as bodies of water, rivers, steep slopes, wetlands, and other natural features. The extent and location of the 100-year floodplain of any nearby river or stream shall also be shown, if applicable.
- Generalized utilities plan, drainage, and stormwater runoff provisions.