
CONDITIONAL USE PERMIT APPLICATION AUTHORIZATION

(A copy of this letter must be submitted for each property owner involved)

I, _____ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I have not appointed anyone, *or*
3. I have appointed _____ to act as my agent regarding this application.
4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

SIGNATURE

PRINTED NAME

DATE

ADDRESS

CONDITIONAL USE PERMIT CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications
(administrative decisions
made by the city which are
not subject to environmental
review under the State
Environmental Policy Act
[SEPA]):**

- Administrative Use Permit
- Boundary Line
Adjustment/Lot Line
Elimination
- Building Permit
- Floodplain
Development Permit
- Land Disturbing Activity
Permit

**Type II Applications
(administrative
decisions made by the
city which include
threshold
determinations under
SEPA):**

- Administrative
Use Permit
- Building Permit-
SEPA Non-exempt
- Critical Area Permit
- Floodplain
Development
Permit
- Land Disturbing
Activity Permit

**Type III Applications (quasi-
judicial final decisions
made by the hearing
examiner following a
recommendation by staff:**

- Conditional Use Permit
- Variance

**Type IV Applications (quasi-
judicial decisions made by
the city council following a
recommendation by the
hearing examiner):**

- Rezone (site-specific)

OTHERS - as may apply:

- SHORELINE EXEMPT
- SEPA
- _____

CONDITIONAL USE PERMIT APPLICATION SUBMITTAL CHECKLIST (required)

Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.

DIGITAL MATERIALS, PLANS & GRAPHICS

- Provide documents and plans in PDF format; civil drawings in PDF and DWG format for all submitted materials. Include an Etransmittal of Autocad files(s) of all plans (if applicable). Submit to permits@ci.enumclaw.wa.us.
*For files (ex: civil/stormwater sets) over 25 MB, please request a Sharefile link from permit staff.
**All information must be accurate and current. This information will be used for public noticing, determinations, and reports.

APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Conditional Use Permit fee, environmental review (SEPA) fee(s), Design Review fee, noticing fee and all other related fees. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

MATERIALS –

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **LETTER OF AUTHORIZATION.** Provide letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM.** Identify applications that are being submitted concurrent with the conditional use application, including SEPA environmental checklist if required.
- D. **CRITICAL AREAS REPORT (if applicable).** Addressing compliance with EMC 19.02 (Critical Areas Regulations).
- E. **SEPA ENVIRONMENTAL CHECKLIST (if applicable).** If proposal is not categorically exempt.
- F. **TRAFFIC IMPACT ANALYSIS (if applicable).** If conditional use is a new use or an expanded use that will generate traffic, the City Engineer may require a traffic analysis prepared by a registered engineer in the State of Washington.
- G. **DESIGN REVIEW APPLICATION/ (if applicable).** If project is not exempt-see EMC 19.12.
- H. **WRITTEN STATEMENT.** Provide a detailed description of the proposal including, but not limited to: changes to the site, structure, landscaping, parking, and land use and addressing the criteria in EMC 18.38.040. See “Conditional Use Permit Conditions” included in this packet. Attach additional sheet(s) for responses if needed.

PLANS & GRAPHICS –

A. **SCALE & LEGIBILITY- SCALE & LEGIBILITY-** All drawings and plans must be to scale (engineering scale) no less than 1" = 100' (**1:50 is preferred**) and should have a maximum sheet size of **18" x 24"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. All geographic information portrayed by the preliminary short plat drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan.

B. **LOCATION MAP SHOWING SITE AND SURROUNDING PROPERTIES WITHIN 100 FEET.**

C. **SITE PLAN:**

- 1. Graphic scale, north arrow.
- 2. Adjacent streets.
- 3. Property boundaries and dimensions, location of easements.
- 4. Location and size of all existing and proposed utilities.
- 5. Location of existing and proposed buildings, showing all setbacks from property line.
- 6. Location and layout of offstreet parking, vehicular and pedestrian circulation.
- 7. Location and height of fences, trash/recycling enclosures, and other site features or structures.
- 8. Location and size of existing and proposed signage (if applicable).
- 9. Conceptual landscape plan
- 10. Height of structures
- 11. Building elevations of the proposed construction or modification drawn to architectural scale and a full or partial color rendering of project. Indicate proposed exterior materials, colors, textures.
- 12. Location of any critical areas (wetlands, aquifer recharge areas, frequently flooded areas, geologically hazardous areas, fish and wildlife habitat areas).

D. **CONCEPTUAL UTILITY PLAN - Water, Sewer, Storm and Other (if applicable)**

Provide a conceptual utility plan prepared by a professional engineer licensed in the State of Washington showing all utility infrastructure needed to serve the subdivision and/or methodology prepared in accordance with the City's comprehensive plans, engineering standards or ordinance requirements.

E. **LANDSCAPE AND IRRIGATION PLAN (if Design Review required)**

A landscape plan prepared by a professional landscape architect licensed in the State of Washington shall be in conformance with EMC 19.08 that includes showing parking areas, buildings, proposed and required buffers, open spaces, street trees, significant trees, ornamental landscaping, and other landscape features

CONDITIONAL USE PERMIT CRITERIA

The Hearing Examiner must find that the requested conditional use meets all of the following criteria or findings in order to grant a conditional use permit. Provide explanations in response to criteria below:

1. Comprehensive Plan. The proposed use shall be compatible with the comprehensive plan and all these development regulations (EMC Titles [15](#) through [19](#)).

- a. Explain how the proposed use is compatible with the Comprehensive Plan, in the Zoning District, and with existing, neighboring land uses.

2. Community Need. There shall be a community or public need for the proposed use in the proposed location. Describe the community or public need for the proposed use in the proposed location.

In determining the community need the planning commission shall consider the following factors (and find they all apply). Provide responses to the following factors:

- a. The proposed location shall not result in the detrimental over-concentration of the particular use within the city, within the particular zoning district or neighborhood;

- b. The proposed location is suited for the proposed use.

3. Effect on Adjacent Properties. The proposed use at the proposed location shall not result in substantial or undue adverse economic, aesthetic, or environmental effects on adjacent property.

Describe how the proposal may impact adjacent properties and how those impacts will be mitigated.

4. Bulk and Lot Coverage. The bulk and lot coverage of the proposed use shall be compatible with the surrounding property, or shall be conditioned so as to not impose an adverse impact upon the surrounding property.

Describe how the proposal is compatible with the surrounding property, or how adverse impacts on surrounding properties will be prevented.

5. Height. Building and structure heights shall conform to the requirements of the surrounding zoning district. Bell towers, public utility antennas or similar structures may exceed the height requirements for the zoning district upon approval of a variance.

Describe (provide building elevations as applicable) how building and structure heights will conform to the zoning district requirements.

6. Parking. Required parking stalls and vehicle types shall be compatible with the normal uses allowed in the zoning district. The number of stalls may be greater if the planning commission finds that the increase is not incompatible with the proposed use or the neighborhood standards. A greater number of stalls may be required to be shielded with greater landscaping.

Briefly explain how the parking stalls and vehicle types are compatible with the normal uses allowed in the zoning district. Show parking layout on site plan.

7. Traffic. Traffic and circulation patterns of vehicles and pedestrians relating to the proposed use shall not be detrimental to the existing and proposed allowable uses in the zoning district. The traffic and circulation patterns shall assure safe movement in the surrounding area.

Show that traffic and vehicle/pedestrian circulation patterns will not be detrimental to the existing and proposed allowable uses within the zoning district. Safe movement in the surrounding area must be assured.

8. Schools. The proposed use shall not create an adverse impact on the Enumclaw School District or the schools serving the neighborhood. The proposed use may be required to mitigate adverse impacts upon the school district.

Explain if the proposed use will/will not create an adverse impact on the Enumclaw School District.

9. Noise and Glare. Potential noise, light and glare impacts relating to the proposed use shall not unduly impact nor detract from the surrounding properties in the zoning district. The commission shall find that the potential noise, light and glare shall not deter from the surrounding properties in the zoning district.

What noise, light and glare are anticipated from the proposed use? How will these impact or detract from the surrounding properties?

10. Hours of Operation. The hours of operation shall not create intrusive impacts into the neighborhood.

What are the days and hours of operation for the proposed use? Explain if these operating hours will/will not create intrusive impacts into the neighborhood.

11. Landscaping. Landscaping shall be provided in all areas not occupied by buildings or paving. The commission may require exceptional landscaping as a condition.

Show and describe landscaping in all areas not occupied by buildings or paving.

12. Accessory Uses. Accessory uses required in the underlying zone, such as garages or carports in single-family zones, shall be required with any requested conditional use. Discretionary accessory uses shall be considered separate uses and shall be subject to the provisions of the use district in which they are located.

Describe accessory uses included in this proposal.

13. Public Improvements. The proposed use and location shall be adequately served by and not impose an undue burden on any public improvements, facilities, utilities and services. Examples of public improvements include, but shall not be limited to, parks and other recreation facilities, streets, utilities, police services, fire services, and schools. Approval of a conditional use permit may be conditioned upon the provision and/or guarantee by the applicant of necessary public improvements, facilities, utilities and/or services.

Explain how the proposed use will be adequately served by existing public improvements and services such as parks, streets, utilities, police and fire services, schools, etc.

Explain how the proposed use will impact public improvements or services.

CONDITIONAL USE PERMIT INFORMATION

What is a Conditional Use permit? The City is divided into zoning districts. Each zoning district has a list of permitted uses (allowed outright) and a list of conditional uses (allowed only with special approval by the Hearing Examiner). A conditional use permit allows for a listed conditional use to occur on a specific property. For example, in the Residential-2 zoning district, single family dwellings are permitted outright, but duplexes are allowed only by conditional use permit.

What is the purpose of a Conditional Use permit? A conditional use permit is an approval with conditions from the City to allow a land use that is not permitted outright within a City specified zoning district. Conditional uses typically require a special degree of control to ensure the uses are consistent with and compatible to other existing and permitted uses within a zone.

Who issues Conditional Use permits? The Hearing Examiner.

Are Conditional Use permits difficult to obtain? The applicant must meet two sets of criteria in order to obtain conditional use approval: 1) concurrency criteria (which require that the conditional use will not adversely impact existing levels of public service); and 2) thirteen Conditional Use criteria (established by Enumclaw Municipal Code (EMC) 18.38 – Conditional Uses).

What is the process?

1. **Pre-application meeting.** The applicant is strongly encouraged (and may be required) to submit preliminary materials for staff review in a pre-application meeting (or meetings).
2. **Submittal.** The applicant submits an application, required materials, environmental checklist (if required) and applicable fees to the Community Development Department.
3. **Review.** Community Development planning staff notifies the applicant within 28 days of submittal if the application is complete. If the application is incomplete or needs revision, staff notifies the applicant of needed information or required changes, and advises applicant of other agencies that may have jurisdiction over the proposal. If the application is complete, staff has 14 days Perform a threshold determination regarding the proposal, determine on what date the notice of application will be published, schedule a hearing before the hearing examiner for a date between 15 and 30 days after the publication of notice of application (unless a determination of significance (DS) is made, allowing time to prepare a draft environmental impact statement (DEIS).
4. **Design Review.** If the proposal requires design review (see EMC 19.12.020), at any time after the determination of completeness the design review board (DRB) shall review the proposal and issue a finding of conformance (with or without conditions) or nonconformance with the design regulations of EMC Chapter 19.12.
5. **Prior to hearing.** The administrator shall forward to the Hearing Examiner:
 - A. The results of the proposal's environmental review;
 - B. The design review board's finding of conformance or nonconformance, if applicable; and
 - C. Staff report containing all pertinent background information
6. **Public hearing/decision.** The Hearing Examiner holds a public hearing and listens to public testimony. After the hearing, the Hearing Examiner prepares findings referencing the applicable permit criteria, environmental information (as applicable), and Design Review Board findings (if required), before making a decision.
7. **Notice of decision.** Following the Hearing Examiner's decision, the Community Development Director issues a notice of decision. A Hearing Examiner decision may be appealed to the City Council by submitting a written appeal to the City Clerk-see EMC 15.22.110.

Questions? Please call the Community Development Department at (360) 825-3593