

CITY OF BUCKLEY

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921 ext. 7801
www.cityofbuckley.com; <http://www.codepublishing.com/WA/Buckley/>



CONDITIONAL USE PERMIT, BMC 19.40

File Number:	_____
Zone:	_____
Parcel Number(s):	_____
Site Address:	_____
Amount Received:	_____
Date amount received:	_____
TR#	_____
SEPA:	<input type="checkbox"/> Exempt <input type="checkbox"/> DNS <input type="checkbox"/> MDNS
Hearing Date:	_____
Decision by: Hearing Examiner	<input type="checkbox"/> Approved
	<input type="checkbox"/> Approved with conditions
	<input type="checkbox"/> Denied
Date: _____	
Expiration Date (12 months):	_____
Extension Date (12 months):	_____ requested/decided

Receipt stamp

NO WORK OR ACTIVITY MAY BE STARTED WITHOUT APPROVAL AND ISSUANCE OF PERMITS.

I. General information. This section of the permit application is to provide basic information about the applicant and the proposal, billing information, and the proposal's location. Please place a check in the square that indicates the permit's billing address:

Proposed Project Name: _____

- A. **Applicant/Property Owner:** Phone # _____
Name: _____
Address: _____
City, state, zip: _____
E-mail address: _____
- B. Project address and/or location: _____
Parcel ID#: _____
- C. **Applicant, if different from property owner:** Phone # _____
Name: _____
Address: _____
City, state, zip: _____
E-mail address: _____
- D. **Contractor/Installer:** Phone # _____
Name: _____
Address: _____ Contractor Lic. # _____
City, state, zip: _____
E-mail address: _____
- E. **Contact Person:** Phone # _____

Name: _____
 Address: _____
 City, state, zip: _____
 E-mail address: _____

F. Project Description/Activity:

G. Within 200 feet of the subject property, do you know or suspect the existence of the following:

Streams Yes No **drainage course** Yes No **wetlands** Yes No
 If yes, please describe:

H. Will the project affect the flow of storm water across the property? Yes No

If yes, please show on the site plan the current drainage pattern and how the project will effect the flow and describe here:

II. Specific proposal information

This section of the permit application is to provide specific information about the proposal and asks you to provide information required by the code section(s) affecting this permit. Your answers will help the city expedite our decision on your request. Decisions for conditional use are subject to public hearing and heard by the hearing examiner. Conditional Use Permits expire 12 months after approval (BMC 19.40.160). One extension may be granted, not to exceed one year. (BMC 19.40.170).

For the purposes of this permit, the following definitions shall apply:

- “Conditional use” means a use listed among those classified in any given zone but permitted to locate in that zone only after a review by the appropriate city-designated official and the granting of a conditional use permit imposing such design and performance standards as will make the use compatible with other permitted uses in the same vicinity and assure against imposing excessive demands upon public utilities.

A. PROPOSED USE

1. Provide a summary of your request:

	City use only
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B. PROPERTY INFORMATION

1. Parcel Description:

Attach legal description of parcel.

Provided: Yes No

2. Land Restrictions:

a. Are there existing restrictions for the use of the land (e.g. CC&R, Easement, etc.)?

Yes No

If so, please attach a copy

Provided: Yes No N/A

b. Are there proposed restrictions for the use of the land (e.g. CC&R, Easement, etc.)?

Yes No

If so, please attach a copy.

Provided: Yes No N/A

3. Previous Permits:

Have any permits been previously granted for the property? If so, please list permit numbers below: Yes No

C. UTILITIES

1. Sewage disposal availability Yes No N/A

a. Is sewage disposal currently available? Yes No

b. Proposed sewage disposal: Septic City of Buckley:

c. Provide a letter of sewer availability application **Provided:** Yes No N/A

2. Water availability

a. Is a water source available? Yes No

b. Who is the water purveyor? _____ City of Buckley:

c. Provide a letter of water availability application **Provided:** Yes No N/A

D. STORM DRAINAGE

1. A stormwater report is attached Yes No

2. A stormwater pollution control plan is attached Yes No

Provide the location of the nearest city stormwater facility (for example: .3 miles

3. NW of site”): _____

4. Amount, if any, existing impervious surface on the site: _____ sf

5. Amount, if any, of new, replaced hard surfaces, or lands disturbed that is proposed for the site: _____ sf

6. Amount, if any, detention volume proposed for site: _____

E. TRAFFIC IMPACT

1. Will the proposed use generate 25 or more trips per day? Yes No

2. If yes, please provide a traffic impact analysis **Provided:** Yes No N/A

F. SURROUNDING PROPERTY INFORMATION

a. Provide the comprehensive plan designation, zone and current use of the parcels surrounding the parcel proposing the conditional use. Use the following designations in the corresponding fields.

Comprehensive plan land use designations are as follows:

Industrial & general commercial (I&GC), Commercial & mixed use (C&MU), Urban higher density (UHD), Urban lower density (ULD)

Zoning designations are as follows:

Central commercial (CC), General commercial (GC), Historic commercial (HC), High density residential (HDR), Light industrial (LI), Neighborhood

mixed use (NMU), Public (P), Sensitive (S), Single family residential zone (R-20,000), Residential zones (R-6,000, R-8,000)

Direction	Comp plan designation	Zone	Current use
North			
South			
East			
West			

Along with the application, please provide two sets of stamped envelopes with names and addresses of all property owners within 300 feet of the project boundary and a property listing map. The City of Buckley is to be the return address; the use of “forever” stamps is recommended. Provided: Yes No

FOR YOUR APPLICATION TO BE APPROVED, YOUR PROPOSAL *MUST* MEET ALL OF THE FOLLOWING CRITERIA:

G. Required findings to grant conditional use permit.

Each conditional use permit shall be supported by written findings of fact showing specifically wherein all of the following conditions exist:

1. That the use for which the conditional use permit is applied is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located;

2. That the granting of such conditional use permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not 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. That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and, further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets;

City use only
BMC 19.40.130(1)
BMC 19.40.130(2)
BMC 19.140.130(3)

<p>4. That the site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and other such features, as are required by this title or as needed in the opinion of the designated official, and are properly provided to be compatible and harmonious with adjacent and nearby uses;</p>	<p>BMC 19.140.130(4)</p>
<p>5. That the granting of such conditional use permit will not be contrary to the adopted Buckley comprehensive plan, or to the objectives of any code, ordinance, regulation, specifications or plan in effect to implement the comprehensive plan.</p>	<p>BMC 19.140.130(5)</p>

H. APPLICANT CERTIFICATION:

I hereby certify that:

1. I have read and examined this application and know the same to be true and correct.
2. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
3. The granting of a permit does not provide authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
4. Once the deposit supplied with this application is spent, I understand the city will bill the bill payer specified on Page 1 of Section 1 for expenses in accordance with its code in effect at the time of billing.
5. I will understand and agree to abide by any conditions of approval.
6. **RIGHT OF ENTRY:** By signing this application the property owner and applicant grant unto the City and it's agents the right to enter upon the project site for purposes of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue for the duration of permit review until all necessary permit approvals are issued, including any public hearings and administrative appeals and including up to issuance of a certificate of occupancy if applicable. Applicant and owner agree that if the property of the project site is transferred to a new owner that permit review and any applicable permitting deadlines may be suspended by the City until right of entry is granted by the new property owner.

SIGNATURE OF APPLICANT*

Date

* (Must be the owner of the property or have a documented legal ownership interest)

III. Submittal requirements.

(If your proposal is small, please contact the planner to see if some of these items can be withheld.)

Included N/A

- A. General permit information page (Section I)
- B. Conditional use permit application form (completed and signed) (Section II)
- C. Permit fee
- D. Ownership and consent statement if applicant is not the owner
- E. A copy of current land use restrictions, if any
- F. A copy of proposed land use restrictions, if any
- G. Two sets of stamped envelopes with names and addresses of all property owners within 300 feet of the project boundary with the city as return addressee
- H. SEPA, if required, together with one set of stamped envelopes (see #III.G above)
- I. Storm drainage report, if required
- J. Traffic impact analysis, if required
- K. Conditional Use Site Map submittal shall include (1"=20' scale is preferred):
 - 1. 3 18" X 24" prints of proposed
 - 2. 2 11" X 17" reductions
- L. Electronic PDF of all submittal materials

Conditional Use Site Map shall contain the following:

- M. Basic site information
 - 1. Vicinity map showing:
 - a. Parcel(s) location
 - b. Street names
 - 2. North Arrow
 - 3. Scale shall be not greater than 1 inch = 40 feet (1"=20' scale is preferred) or as appropriate for the site
 - 4. Section, township, and range (inclusion of quarter/quarter sections preferred)
 - 5. Legend
- N. Each page of the drawings shall show identification for the individual plan, as required on the application, and to include development name, lot number(s), applicant, engineer, and area for revision dates
- O. Surrounding features
 - 1. Width and names of existing streets
 - 2. Rights-of-ways, within or adjacent to the parcel(s)
- P. Parcel(s) features including:
 - 1. Property line dimensions to scale
 - 2. Lot area
 - 3. Property corners
 - 4. Points of access
 - 5. Existing and proposed structures
 - 6. Building footprints including porches, walks, decks, rooflines, overhangs, projections and cantilevers
 - 7. Dimensions
 - 8. Condition of each existing structure
 - 9. Indicate whether the structures are to be removed with a note
 - 10. Lighting
- Q. Topographic contours
 - 1. Existing contours shall be shown with a solid line
 - 2. Proposed contours shall be shown with a dotted line

3. Both existing and proposed contour lines shall be shown at one-foot intervals
 4. Existing contour line shall extend 100 feet beyond the parcel boundaries
- R. Building setback measurements
1. Setback lines shall be shown as a dashed line
 2. Setbacks shall be dimensioned
 3. Distances between structures shall be dimensioned
- S. Easements, deeds, restrictions, or other encumbrances restricting use of the property, either existing or proposed, within or adjacent to the parcel(s), including but not limited to
1. Roads
 2. Utilities
 3. Natural buffer areas
 4. Open space
 5. Green belts
 6. Trail systems
- T. The application shall include appropriate information concerning the following:
1. Critical areas Identification and delineation of critical areas (w/type & buffer if applicable)
 2. Water courses including but not limited to:
 - a. Natural drainage ways
 - b. Drainage ditches
 - c. Infiltration trenches
 3. Powerlines
 4. Railroads
 5. Section lines
- U. Show location of all parcel(s) utilities including water, gas, electric, sewer etc.
1. If sewer disposal is a septic system, include location of tanks, pump, primary and reserve tanks
 2. Conceptual utilities plan, identifying both existing and proposed (water, sanitary sewer, gas, stormwater, etc.)
- V. Proposed landscaping plans
- W. Signs