



CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Submittal Fee:** \$7,446.00
- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Conditional Use Permit (CUP) Criteria** (attached)
 - Describe in detail how the proposed use complies with the Decision Criteria.
- Pre-Application Meeting Date:**
_____ (ask for handout)
- Neighborhood Meeting Report Date:**
_____ (ask for handout)
- Detailed Description of Proposed Use:** Please provide detailed information describing proposed use or uses of the property if this application for conditional use is approved. This information should include details of any new construction (building size, height, floor area, hardscape coverage, etc), number of employees, hours of operation and principal and secondary activities. Where new construction is anticipated, provide a conceptual sketch, a project timeline, and identify any permits you will be applying for.
- Legal Description of Subject Property**
- Certificate of Sewer Availability:**
 - Ronald Wastewater (deferred to permit review)
 - The Highlands (206) 362-2100
- Certificate of Water Availability:** Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either

the flow calculations or flow test results of that hydrant.

- City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
 - North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
 - Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.
- Building Elevations:** All sides of structure
 - Site Plans – three (2 reduced - maximum 11" x 17" and 1 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for interior work only may not require a site plan.
 - Graphic scale and north arrow.
 - Name, address and telephone number of the person who prepared the drawing, and a drafting date.
 - Dimensions of all property lines to match legal description.
 - Setbacks from property lines: front, side, and rear of existing and proposed structures.
 - All existing and proposed building footprints, fences, and any other structures on the subject lot.
 - All structures and zoning on adjacent lots within 50' of property lines.
 - Type, location, and dimensions of existing and proposed easements, all existing and proposed driveways and internal circulation roads.
 - Topography at 2 foot contour intervals.
 - Adjacent streets.
 - Critical Areas: Geologic Hazards, Fish and Wildlife Habitat, Wetlands, Flood Hazard, Aquifer Recharge, Streams on site and within 150' of the property.
 - All driveways and internal roads.
 - Vicinity Map – Submit three (3) copies** of a professionally drafted vicinity map, drawn at an

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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appropriate scale (such as 1' = 100'), that shows the following information within 500' of the site.

- Graphic scale and north arrow.
- The location and name of all public and private roads.
- The name and location of any public parks, libraries and similar facilities in the vicinity of the project site.

- **Environmental Checklist – one (1) copy** required if not categorically exempt (SMC 20.30.55). The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered.

- **Notice Materials**

- Provide required notice materials consisting of:
 - **Two (2) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
 - A copy of the mailing label list.
 - A copy of the Assessor's map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit intake/Neighborhood Meeting for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

Fees effective 1/2019

Other information related to the Conditional Use may be required as needed to review application.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com