

CONDITIONAL USE PERMIT OR HOME OCCUPATION PERMIT

WHAT IS A CONDITIONAL USE?

Chapter 17.08.190 establishes the definition of a Conditional Use. "Conditional use" means a use which, because of public convenience and necessity and its effect upon the neighborhood, shall be permitted only upon the approval of the Hearing Examiner after due notice and public hearing and a finding that it will not be detrimental to the general comprehensive plan or to adjacent and surrounding property. (Ord. 314, 1962). The conditional uses allowed in each zoning district are different for each zone. For instance, a clinic is a conditional use in the R-M district but is not permitted in the R-L District.

PROCEDURES -HOW TO APPLY

If the code requires that you obtain a conditional use permit, an application will be filed at the City Office. The following information is necessary before the application can be considered complete:

- 1) A complete description of the proposed use of the property;
- 2) The current use and the location of existing structures and improvements;
- 3) The location and nature of the proposed improvements to the property;
- 4) A complete and detailed site plan and a vicinity map of the area showing the above information;
- 5) The location of adjacent structures and the uses adjacent to the property;
- 6) A filing fee of \$500 for the Conditional Use Permit Application; (\$50 for administrative home occupations).
- 7) A SEPA checklist with a \$250 review fee. (Conditional Use permits are subject to the State Environmental Policy Act. SEPA review is not required if the project is SEPA exempt.)
- 8) \$625.00 Hearing Fee (not required for Administrative Home Occupation)
- 9) Copy of Deed and tax parcel number
- 10) Ownership Affidavit

PROCESS OF REVIEW AND ACTION

The complete application will be reviewed by the City staff at a team meeting where comments will be received by the Public Works Department and the Building Department. Chelan Municipal Code 17.56.020 which covers the particular restrictions or conditions for each use requested will be reviewed. Once satisfied that the application meets these requirements, the planner will:

Post the item on the agenda of the Hearing Examiner for a public hearing.

Mail a Notice of Application and a Notice of Public Hearing to property owners of record within 300 feet of the boundaries of the property involved in the application.

Prepare a report of fact and findings for the public hearing. This staff report is available to you prior to the meeting.

The Hearing Examiner may further condition the permit over and above the requirements of CMC 17.56.020 or may deny the permit.

The minimum conditions may not be altered.

Permits for conditional property uses shall be signed by the secretary of the hearing examiner and shall stipulate restrictions or conditions which may include a definite time limit, provisions for a front, side or rear yard greater than the minimum requirements of the zoning ordinance, suitable landscaping, additional off street parking, and any other reasonable restrictions, conditions or safeguards that would uphold the spirit and intent of the zoning ordinance, and mitigate any adverse effect upon the neighborhood properties by reason of the use extension, construction, or alteration allowed. (Ord. 314, 1962).

HOW TO PREPARE FOR THE HEARING

Bring all the information to the hearing that you wish to present to the Hearing Examiner. The Planner will present the staff report at the hearing and all interested parties will have an opportunity to comment on the case.

Be sure to call the planner if you have any questions about the staff recommendation before the meeting.

TIPS FOR SUCCESS

- * * Recheck your site plan for completeness. Remember existing and proposed structures and improvements, property lines, dimensions and other pertinent information must be included.
- * * Talk with the neighbors surrounding the property proposed for conditional use. A bit of work on your part up front can reduce the opposition when the permit comes to the public hearing.
- * * Remember that a conditional use permit may be conditioned further or denied by the Hearing Examiner if it is not in the spirit and intent of the zoning code.





CUP # _____
RECEIPT # _____

CITY OF CHELAN
APPLICATION FOR CONDITIONAL USE PERMIT
OR HOME OCCUPATION PERMIT

Applicant: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Application Fees:	
Conditional Use:	\$500
Administrative Home Occupation:	\$50
**Hearing Fee: \$625	
**Hearing fee applies to all conditional use applications except Administrative	

If the applicant is not the present owner, what is his/her interests: _____

Present Zone Classification: _____

Location of Property: _____

Legal Description (Attach if necessary): _____

Parcel No.: _____ Please indicate any recent land use actions that may have changed the above parcel in the last 6 months _____

Describe proposed use for the subject property: _____

List changes necessary for this use: _____



The following information **MUST** be included on a site plan accompanying this application to facilitate the review and consideration of your application. In addition, a city plat map with the property in question highlighted is required (this map is available in the Planning Department). The site plan should be on 11" by 17" or smaller paper, preferably 8 1/2" by 11".

1. Property dimensions and parcel size.
2. North arrow, scale (1" = 10', 1" = 20", 1" = 30", etc.)
3. Building setbacks from all property lines, access easements and /or public right of way.
4. Existing and proposed streets.
5. Existing and proposed driveways, walkways, vehicle maneuvering areas, etc.
6. Existing and proposed parking areas (identify parking stalls and dimensions).
7. Topographic features (steep slopes, unbuildable areas, existing and finished grades, etc.)
8. Existing and proposed landscaping, screening and/or fencing (show type of landscaping, size, spacing and provisions for irrigation.)
9. Water bodies and/or wetland areas (including seasonal water bodies, irrigation canals and the extent and elevation of the 100-year flood plain).
10. Type of existing and/or proposed outdoor lighting.
11. Drainage facilities (drains, catch basins, detention ponds, ditches, etc.).
12. Existing and proposed septic tanks, drain fields, wells and fire hydrants.
13. Existing and proposed utilities and utility easements.
14. Signs: design, size, type of lighting, number and location on the parcel.
15. Vicinity Map.

I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

_____ Date Submitted: _____	_____ Date Submitted: _____
Applicant Signature	Authorized Agent Signature
Print Name _____	Print Name _____
Place Where Signed: _____, WA	Place Where Signed: _____, WA

******* DO NOT WRITE BELOW THIS LINE *******

Hearing Date: _____

