City of Spokane

Planning Services Department

Administrative Conditional Use Permit

Counter Complete Checklist

This checklist includes all of the required information for submitting an ADMINISTRATIVE CONDITIONAL USE PERMIT. It includes required information of the State Environmental Policy Act. Applications will not be processed until all of the following information is submitted and determined "Counter Complete."

☐ Predevelopment meeting summary (if applicable)

☐ General Application, completed and signed

☐ Supplemental application for Administrative Conditional Use Permit, completed and signed

☐ Environmental checklist, if required under SMC Chapter 17E.050

☐ Planning Services Department filing fees, as required under SMC Chapter 8.02

☐ Fourteen (14) copies of the site plan, drawn to a minimum scale of 1"=100', on a sheet no larger than 24"x36", which will include all of the following:

> ☐ Property dimensions
>
> ☐ Location and dimensions of all existing and proposed physical improvements
>
> ☐ Location and type of landscaping
>
> ☐ Walkways and pedestrian areas
>
> ☐ Existing and proposed off-street parking areas, access drives and driveway drops
>
> ☐ Refuse facilities
>
> ☐ Significant natural features such as slopes, trees, and rock outcrops including critical areas
>
> ☐ Location, type & dimension of all existing and proposed easements

☐ One 8½" x 11" reproducible copy of the site plan

☐ Written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested

☐ Other plans, such as building elevations, landscaping plans or sign plans, which are determined by the permitting department to be necessary to support the application

☐ Additional application information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies