



Conditional Use Permit

Counter Complete Checklist

Rev.20180109

This checklist includes all of the required information for submitting a 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)
- Audio tape or the community meeting proceedings, list of attendees, copy of the notice of community meeting and affidavits of posting/ mailing the notice
- General Application, completed and signed
- Supplemental application for Conditional Use Permit, completed and signed
- Environmental checklist, if required under SMC Chapter 17E.050
- Three (3) copies of the site plan, drawn to a minimum scale of 1" = 100', on a sheet no larger than 24" x 36" 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 and dimension of all existing and proposed easements
- One 8.5" 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 areas studies, noise studies, air quality studies, visual analysis and transportation impact studies