



Planning Department
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

REMOTE SUBMITTAL INSTRUCTIONS – CONDITIONAL USE PERMIT

Conditional use permit (CUP) applications may be submitted remotely per the following instructions:

Prior to Submittal:

Contact the Planning Department to discuss your intent to submit and receive any guidance that may be specific to your proposal. Do not submit an application without consulting the Planning Department first.

Submittal:

Please email PDF versions of the following to Michelle Grace (mgrace@ci.sedro-woolley.wa.us):

- Completed Conditional Use Permit Application form
- All reports, site plans and other materials necessary for the review of the project
- For projects that trigger the SEPA process, a completed SEPA checklist including a site exhibit showing the basic site improvements, adjacent street(s) and a vicinity map
- A list of all property owners and residents within 500' of the subject property, completed and notarized Affidavit of Correct Names and Addresses, and 500 foot mailing area map
- Any other previously requested materials

Once the Planning Department has received a digital copy of the materials, you will be emailed an invoice and instructed to drop the required paper format materials into a drop box located outside of city hall.

Do not put money, checks or anything that is not listed below in the drop box.

Materials that must be submitted via the drop box include:

- One copy of the signed Conditional Use Permit Application form
- One copy of the title report
- SEPA Checklists, for projects that trigger SEPA. 10 copies, printed double sided, including a site exhibit showing the basic site improvements, adjacent street(s) and a vicinity map
- Two sets of paper copies of the site plans
- Pre-paid, addressed envelopes:

Two complete sets of envelopes for CUP applications that do **not** trigger SEPA.
Three sets of envelopes if SEPA process is required.

Please leave the return address portion of the pre-paid envelopes blank, we will fill out that area. Also, the envelopes must not be the type with a peel-away adhesive strip.

- One copy of a critical areas reconnaissance report. If wetlands or other critical areas are located on site, then a full critical areas report, prepared by a qualified professional, is required

Payment of Invoice:

Payment of the conditional use application fees may be made by either of the following:

Payment by Mail:

Please mail a copy of the invoice and a check payable to the City of Sedro-Woolley to:

City of Sedro-Woolley ATTN: Finance Department

325 Metcalf Street

Sedro-Woolley, WA 98284

Payment in the Finance Department secure dropbox:

You may submit a copy of the invoice and a check payable to the City of Sedro-Woolley into the **metal** payment box at City Hall by the Metcalf Street entrance.

Include a copy of the invoice with the payment. **Do not put money or checks in the wooden drop box.** If you have any questions about the current procedure, do not hesitate to ask.