



Planning Department  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360)855-0771  
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# CONDITIONAL USE PERMIT APPLICATION

DATE STAMP:

APPLICATION NUMBER: \_\_\_\_\_

Pre-application File #: \_\_\_\_\_ Pre-application date: \_\_\_\_\_

## Section 1 – Applicant Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

## Section 2 – Project Information

Location: \_\_\_\_\_

Assessor's Parcel number(s): \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Describe existing use at the location and proposed use/land-use action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Flood zone: \_\_\_\_\_

Total site size in acres: \_\_\_\_\_ Critical Areas by type and acres: \_\_\_\_\_

Describe existing conditions on and adjacent to site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In reviewing a conditional use permit request, the Hearing Examiner must consider the following criteria specified in Section 17.56.060 of the Sedro-Woolley Municipal Code. Use extra sheets if needed:

1. How does the proposed use conform to the Comprehensive Plan for the City of Sedro-Woolley? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Is the proposed use compatible with the surrounding area, this is, causes no unreasonable adverse impacts on other properties in the immediate vicinity? (If yes, please explain how the use is compatible. If no, explain how any impacts might be mitigated). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Is the proposed development or use well planned in all respects so as to be an asset to the community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Other applications or variances being applied for as part of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the following:**

- Site plan - see site plan instructions.
- Written comments from City from Pre-Application meeting.
- Current title report (within 6 months of application).
- State Environmental Policy Act (SEPA) checklist (if required).
- Three sets of pre-addressed, postage-paid envelopes. See mailing procedure.
- Fees based on current fee schedule.
- The terms and conditions of covenants and agreements regarding the intended development.
- Written confirmation that the property owner is aware and supportive of proposed use.

Site Plan Requirements: A scale drawing containing the following:

- Name of property owner, north arrow, scale
- All property lines, easements and their dimensions
- Adjacent streets and rights-of-way
- Circulation for vehicles and pedestrians
- Parking
- Location, size and shape of buildings existing and proposed
- Location of wells, creeks, lakes, rivers, waterfront, dikes, drainage ditches
- Location and dimensions of sewage systems
- Dimension and depth of any fill on the site
- Topography at appropriate contour intervals
- Structures on adjacent property (approximate location)
- Significant trees: Trees over 6” diameter at a point 5 feet above the ground. Stormwater facilities (may be part of separate stormwater report)

### **Section 3 – Signature**

Application is hereby made for a CONDITIONAL USE PERMIT concerning the above stated activity. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 4 – Procedure

**Conditional Uses** are not allowed outright, but may or may not be permitted in a given zone depending upon whether the proper conditions exist. They are also conditional in the sense that conditions may be attached to approval of such permits. Conditional use permits, as with all zoning regulations, go with the land. All aspects of the application, including site plans and design of signs and other improvements, are considered binding.

Whereas the bulk restrictions and lot size requirements of the particular zone shall generally apply to conditional uses, the City may impose greater or lesser bulk restrictions and lot size requirements as determined through the conditional use permit process.

### Application Procedure:

1. Pre-application meeting. All applicants are required to first attend a pre-application meeting with the Planning Department and other appropriate staff in order to discuss the proposal. This meeting is held to assist the applicant understand the conditional use permit process.
2. After the pre-application meeting, submit a conditional use permit application, required documents, completed SEPA checklist (if required) and fee.
3. Application will be reviewed for completeness. Incomplete applications must be resubmitted with the requested information. The applicant must provide:
  - A. Names and addresses of property owners and residents within 500 feet of the site,
  - B. Current (past 6 months) title report,
  - C. Two (2) sets of pre-addressed, postage-paid envelopes,
  - D. A map showing the surrounding properties, and
  - E. An affidavit stating it is a true and correct list of names and addresses. **(List of names must be obtained from the County Assessor's Office.)**
4. The City reviews the completed SEPA checklist, makes a threshold determination, and determines any necessary mitigation.
5. After completion of environmental review, the Planning Department schedules a hearing before the Hearing Examiner and provides the required public notice.
6. Planning Department submits to the official newspaper (Skagit Valley Herald) a copy of Notice of Public Hearing and notifies owners of property and residents within 500 feet of the subject site a minimum of 15 days prior to the public hearing.
7. At the public hearing, the Planning Department presents the staff report and the applicant makes his/her presentation. The hearing is then opened to the general public for testimony. Within 10 working days of the hearing, the Hearing Examiner makes a decision on whether to approve, approve with conditions, or deny the application.
8. The decision of the Hearing Examiner is final unless appealed to the City Council within fourteen (14) days of the date of the decision or the date of publication of the decision, if required.

Conditional use permits shall become void if substantial progress toward construction of improvements is not made within two years or if the use has not commenced within five years, which periods may be extended by the Hearing Examiner

## City of Sedro-Woolley Mailing Procedure

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1. Obtain a list of names and addresses of **residents and property owners** within 500 feet of the edge of the subject property. In determining the outside edge, include all other adjacent property owned by the applicant. The source of the names and addresses must be the Skagit County Assessor's records.
2. Obtain a map showing the subject property, the 500 foot radius, and all properties on the mailing list. This is available at the Assessor's office.
3. Prepare 2 sets of postage-paid envelopes using these lists.
4. Prepare additional envelopes for residents of the property if the owner does not live on site. If the name of the resident is unknown, address the envelope to "resident".  
*Example: Resident, 123 State St., Sedro-Woolley, WA. 98284.*
5. Fill out the affidavit below and have it notarized.
6. Bring the list, postage-paid addressed envelopes, map, and notarized affidavit to the city Planning Department.

### AFFIDAVIT OF CORRECT NAMES AND ADDRESSES

I, \_\_\_\_\_, do hereby certify  
Affiant

**That the attached list of property owners, addresses and parcel numbers for the proposed project,** \_\_\_\_\_,  
Name of proposed project

**Is a true and correct copy provided for me by the Skagit County Assessor's Office for land within 500 feet of the property lines of P** \_\_\_\_\_.  
Site parcel number

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Print Name: \_\_\_\_\_

Notary for the State of Washington,

Residing at \_\_\_\_\_

My Commission expires: \_\_\_\_\_