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## CONDITIONAL USE PROCEDURE

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**CONDITIONAL USE PERMIT FEES:**

**Conditional Use Permit, General = \$1,810**

**Amendment to Conditional Use Permit = \$ 500**

**Mini Daycare Center in the Home = \$ 410**

**Home Occupation requiring Conditional Use Permit = \$ 410**

Conditional uses are not allowed outright, but are included in a list of conditional uses, which may only be permitted if the project conforms to specific criteria. As with all land use permits, reasonable conditions may be placed on approval.

***The procedure is as follows:***

Meet with the Planning Department to determine what information is needed to adequately review the proposed project.

Complete the application form and provide a list of the names and addresses of all property owners within 600 feet of the site to the Planning Department. That information is available at the County Assessor's office. A filing fee is required. Environmental review may also be required, depending on the specific facts of the case at hand. Submit application along with **34 copies** of the site plan and building elevations, if applicable, on 11" x 17" or larger, for the Planning Commission and City Council meeting.

**Public Notice is provided by the Planning Department as follows:**

**Notice of Application.** Notice is published in the newspaper, mailed to all property owners within 600 feet and published in the monthly land use bulletin, starting a fourteen-day comment period.

**Notice of Public Hearing.** Notice of the public hearing before the Planning Commission is published in the newspaper, mailed to all property owners within 600 feet of the site and published in the monthly land use bulletin. It is also provided to any parties of record who may have commented on the Notice of Application. Open meeting notice is always provided of the Planning Commission agenda as well.

***Action by the City Council.*** One open public hearing is required before the planning commission and one public meeting before the city council, provided that a closed record appeal may be held in the event that a request for further consideration is filed:

1. Any person substantially affected by or interested in the planning commission's recommendation regarding a conditional use permit decision may submit in writing to the city council a \*request for further consideration, which shall be filed with the city council by 5:00 p.m. of the fifteenth calendar day following the date of mailing of the planning commission's recommendation. When the last day of the request period so computed is a Saturday, Sunday or federal or city holiday, the request period shall run until 5:00 p.m. on the next business day. The request shall clearly identify specific objections to the planning commission's recommendation, facts missing from the record, and the relief sought.
2. After city council receipt of the request for further consideration, the city council shall mail a copy of the request for further consideration and instructions for those responding to the request to those individuals who were provided written notice of the planning commission's action, the parties of record. Such notice shall be mailed at least seven days prior to the date of the city council's closed public hearing to consider the request for further consideration.
3. If there is no request for further consideration, city council action shall be based on the record established by the planning commission. The city council may allow oral or written arguments based on the record.
4. If the city council examines the record and determines that a factual error exists or that essential information is missing from the record, the city council may:
  - a) Remand the request and record to the director for further consideration and report; or
  - b) Remand the request to the planning commission and direct the planning commission to conduct another hearing, limited to the consideration of perceived factual error or new information and to reconsider the recommendation; or
  - c) Open the record to correct the factual error or receive the new information. The city council shall conduct a hearing on the new or corrected information. The city council may hear testimony from those who testified before the planning commission, and may accept written or oral argument based on the record. Notice of the hearing shall be mailed at least seven days prior to the hearing to the parties of record.

***Appeals of Decision/Interpretation by Applicant = \$200***

***Appeals of Decision/Interpretation by other = \$ 25***



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## CONDITIONAL USE APPLICATION

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*Shaded areas for official use only*

C.U. # \_\_\_\_\_

DATE FILED \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS OF PROPERTY IF DIFFERENT \_\_\_\_\_

PARCEL NUMBER(S) \_\_\_\_\_

ZONING  
CLASSIFICATION \_\_\_\_\_

WHAT DO YOU WISH TO USE THE PROPERTY FOR \_\_\_\_\_

A. AN APPLICATION SHALL BE REQUIRED FOR APPROVAL OF A CONDITIONAL USE PERMIT WHICH SHALL **INCLUDE A SITE PLAN THAT ILLUSTRATES THE FOLLOWING:**

- \_\_\_\_\_ 1. VICINITY MAP;
- \_\_\_\_\_ 2. MAP, ADDRESS, PHONE NUMBER OF PROPERTY OWNER;
- \_\_\_\_\_ 3. NAME, ADDRESS, PHONE NUMBER OF ENGINEER OR AGENT;
- \_\_\_\_\_ 4. BOUNDARIES AND DIMENSIONS OF PROPERTY;
- \_\_\_\_\_ 5. ADJACENT PUBLIC STREETS;
- \_\_\_\_\_ 6. EASEMENTS, EXISTING AND PROPOSED;
- \_\_\_\_\_ 7. LOCATION AND SIZE OF ALL EXISTING AND PROPOSED UTILITIES;
- \_\_\_\_\_ 8. LOCATION OF BUILDINGS, INCLUDING SETBACKS;
- \_\_\_\_\_ 9. LOCATION AND LAYOUT OF OFF-STREET PARKING;
- \_\_\_\_\_ 10. LOCATION AND HEIGHT OF FENCES
- \_\_\_\_\_ 11. LOCATION AND SIZE OF SIGNS;
- \_\_\_\_\_ 12. LANDSCAPE DETAIL;
- \_\_\_\_\_ 13. INDICATION OF HEIGHT OF BUILDINGS

B. THE SITE PLAN SHALL BE PROPERLY DIMENSIONED AND DRAWN TO SCALE

**PLEASE INDICATE BELOW HOW YOUR PROPOSAL WILL SATISFY  
THE CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:**

- A. The use will have no more adverse effect on the health, safety or comfort of persons living or working in the area, and will be no more injurious, economically or otherwise to property or improvements in the surrounding area, than would any use generally permitted in the district. Among matters to be considered are traffic flow and control, access to and circulation within the property, off-street parking and loading, refuse and service areas, utilities, screening and buffering, signs, yards and other open spaces, height bulk and location of structures, location of proposed open spaces, hours and manner of operation, and noise, lights dust, odor, fumes and vibration.

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- B. The proposal is in accordance with the goals, policies and objectives of the Comprehensive Plan.

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- C. The proposal complies with all the requirements of this Title.

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- D. The proposal can be constructed and maintained so as to be harmonious and appropriate in design, character, and appearance with the existing or intended character of the general vicinity and provides a high quality of development.

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- E. The proposal will not adversely affect the public infrastructure.

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Dated This \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

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**SIGNATURE**  
(MUST BE OWNER OR CONTRACT PURCHASER)

**NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 600 FOOT RADIUS OF ANY PORTION OF THE LAND WHICH IS BEING ADVERTISED FOR PUBLIC HEARING.**

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**THE ONLY LIST OF OWNERS NAMES & ADDRESSES THAT WILL BE ACCEPTABLE MUST BE CREATED BY: THE *SKAGIT COUNTY ASSESSOR'S OFFICE*.**

THIS LIST ALONG WITH THE MAP SHOWING THE 600 ' AREA MUST BE SUBMITTED TO MAKE THIS A COMPLETE APPLICATION. ***NO OTHER LIST WILL BE ACCEPTED.***

**SKAGIT COUNTY ASSESSOR'S OFFICE**

Administration Building, Room 204  
700 South 2nd Street  
Mount Vernon, WA 98273

Phone: (360) 336 - 9370

Fax: (360) 336 - 9308