



CONDITIONAL USE PERMIT APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

CONDITIONAL USE PERMIT

The purpose of a Conditional Use Permit is to review potential land uses for consistency, compatibility, and to ensure that the use is not contrary to public use or interest for each zone in which the use will be located. There are two types of conditional use permits:

Hearing Permits: Conditional Use Permits (CUP) that are authorized by the Hearing Examiner of the City of Port Angeles (PAMC 2.18.060). This type of CUP provides the public an opportunity to submit written comment and verbally during the public hearing. CUP applicants or a representative must be present at the public hearing. The final decision is determined by the Hearing Examiner. Appeals may be made to the Port Angeles City Council. An Unclassified Use Permit (UUP) is also a Hearing Permit. A UUP differs from a CUP in that it is a use that is not listed or defined within the municipal code, but is consistent with the purpose of the specified zone.

Administrative Permits: Conditional Use Permits (CUP) that are authorized by the Director of Community and Economic Development (PAMC 2.18.065). Administrative CUPs provide the same opportunity for public written comment, but do not include an open public hearing. The final decision is determined by the Director of Community & Economic Development. Appeals may be made to the City's Hearing Examiner.

PERMIT APPLICATION REQUIRED MATERIALS CHECKLIST

- CUP Application:** A completed application signed by the applicant or applicant's representative
- Project Narrative:** A detailed explanation of the project goals, plan, outcome. An explanation of how the proposed conditional use meets the following criteria:
 1. The proposed use is consistent and compatible with the purpose of the zone in which it is located
 2. The proposed use is consistent with the Comprehensive Plan
 3. The proposed use is not contrary to the public use and interest
 4. The proposed use is not detrimental to the public health, safety and welfare or neighboring properties
- SEPA Checklist:** A completed Environmental Checklist (If determined necessary by staff).
- A Vicinity Map:** Showing the relation to surrounding properties, zoning, and land use
- A Site Plan (x2):** Accurate drawing complete with all property lines, existing and proposed structures, parking (if applicable), required setbacks, and significant vegetation (Scale: 1" = 20')
- Floor Plans (x2):** Floor plans for each floor of any structure to be used for the proposed activity
- Site Photos:** Photos that illustrate the layout of the property and any structures or proposed uses
- Mailing Addresses:** Mailing labels and a list (MS Excel format) of property owners within 300 feet of the proposed site, obtained from the Clallam County Assessor's Office.

EXTENSION APPLICATION REQUIRED MATERIALS CHECKLIST

- CUP Application:** A completed application signed by the applicant or applicant's representative
- Extension Request Letter:** A narrative letter that includes the permit information, date of approval, expiration date (if applicable), and information related to the ongoing goals and progress

CUP



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APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

SUBJECT PROPERTY

Full Street Address: _____

Full Legal Description: _____

Property ID / Parcel #: _____ Current Zoning: _____

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

Total Parcel Area: _____ (sq. ft.) Percent Site Coverage: _____ Percent Lot Coverage: _____

Site Coverage: The amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces. (PAMC 17.08.095[H])

Lot Coverage: The percent of ground area of a lot on which buildings are located. (PAMC 17.08.065[N])

TYPE OF CONDITIONAL USE PERMIT

Hearing Permits

- General Conditional Use Permit
- Unclassified Use Permit
- Extension of Permit No: _____

Administrative Permits

- Residential Bed & Breakfast
- Retail Stand
- Home Occupation

Project Summary:
(1-2 Sentences)

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:

Fees: Hearing: \$500, Admin: \$200, Ext: \$100 (SEPA: \$350 / Admin:\$125)

DATE STAMP