



**City Of Warrenton**  
**Planning Department**  
**Conditional Use Permit**  
**WMC 16.220**

<b>OFFICE USE</b>	FEE \$1,000
	File# CUP - _____ - _____
	Date Received _____
	Receipt# _____

The purpose of the conditional use process is to allow, when desirable, uses that would not be appropriate throughout a zoning district or without restrictions in that district, but would be beneficial to the City if their number, area, location, design, and relation to the surrounding property are controlled. A property owner or designated representative may initiate a request for a conditional use by filing an application with the Planning Department according to the requirements of Section 16.208.050. In addition, the applicant shall provide any related plans, drawings, and/or information needed to provide background for the request.

**Property**

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

Tax Lot (s): \_\_\_\_\_

Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Wetlands: \_\_\_\_\_

**Applicant**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner (if different from applicant)**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the applicant to submit this application.*

**Description of Proposed Land Use**

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**Conditional Use Permit Review Criteria**

Please provide written responses to each of the criteria below that clearly explain how your proposal meets each item. Attach a separate piece of paper if needed. Be as specific as possible. "Yes" and "No" responses are not sufficient.

WMC 16.220.030

1. The proposed use is in conformance with the Comprehensive Plan.

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2. The location, size and design, and operating characteristics of the proposed use are such that the development will be compatible with, and have a minimal impact on surrounding properties.

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3. The use will not generate excessive traffic, when compared to traffic generated by uses permitted outright, and adjacent streets have the capacity to accommodate the traffic generated.

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4. Public facilities and services are adequate to accommodate the proposed use.

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5. The site's physical characteristics, in term of topography, soils and other pertinent considerations are, are appropriate for the use.

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6. The site has an adequate area to accommodate the proposed use. The site layout has been designed to provide for the building, parking, landscaping, driveway, on-site circulation, public areas, loading areas, storage facilities, setbacks, buffers, and utilities which are required by City ordinances.

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7. The use is appropriate at the proposed location. Several factors which should be considered in determining whether or not the use is appropriate include: accessibility for users (such as customers and employees); availability of similar existing uses; availability of other appropriately zoned sites; and the desirability of other suitably zoned sites for the intended use.

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### **Submittal Checklist**

Applicants shall submit all of the following items on a site plan along with the application form. The site plan shall contain the following information:

- The proposed development site, including boundaries, dimensions, and gross area drawn to scale.
- Natural land features identified which are proposed to be removed or modified by the development, including modifications to existing drainage patterns, if any.
- The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements, if any
- The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.
- The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access, if being modified by the application.
- The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable), and proposed paving materials.
- Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
- Loading and service areas for waste disposal, loading and delivery, if any
- Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.

- Location, type, and height of outdoor lighting.
- Locations, sizes, and types of signs (shall comply with Chapter 16.144).
- The Planning Department may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, site drainage, natural hazards, etc.).
- The applicant's entire tax lot and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified.
- Identification of slopes greater than 10%.
- Any areas identified as located in a designated floodplain and/or floodway, if any
- Depict any wetland and riparian areas, streams and/or wildlife habitat areas, if any.
- Site features such as pavement, areas having unique views, and drainage ways, canals and ditches, if any.
- Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.
- North arrow, scale, names and addresses of all property owners.
- Name and address of applicant, project designer, engineer, architect, surveyor, and/or planner, if applicable.
- Letter or narrative report documenting compliance with the applicable approval criteria including the conditional use criteria, zoning development standards, and applicable design standards. Please see the Planning Staff for applicable design standards.

**This application will not be officially accepted until department staff have determined that the application is completely filled out, signed, the application fee has been paid, and the submittal requirements have been met.**