



# Applicant's Checklist - Special Use

*The following checklist is the minimum that is required for a Special Use application. All Special Uses must comply with all requirements within the Land Use Ordinance CCC.18.10.280. All applications will require the appropriate fees upon submittal.*

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer, if known.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> <li>• Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres.</li> <li>• Copies of restrictions, easements, covenants and/or agreements, which are existing or proposed for the proposed special use.</li> <li>• Approximate value of the development.</li> <li>• Planning Clearance Standard Parcel Report.</li> <li>• Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps.</li> </ul>	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed subdivision site. If the owner of the proposed special use site owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="radio"/>
<input type="radio"/>	Environmental checklist - SEPA	<input type="radio"/>

Applicant Check	Site Plan	Staff Check
<input type="radio"/>	20 copies of a reproducible size 8"x11" to 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer and property owner.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed site.	<input type="radio"/>
<input type="radio"/>	A master plan of the proposed development site showing existing facility or structures, parking areas, vegetation, etc. The master plan will be used as a guide in each successive stage of development until its completion, if applicable.	<input type="radio"/>
<input type="radio"/>	Proposed project: <ul style="list-style-type: none"> <li>• Dimensions and location of the proposed site;</li> <li>• Location and dimensions of proposed building;</li> <li>• Location and dimensions of proposed parking;</li> <li>• Identify the points of ingress and egress to the public roadway;</li> <li>• Location and dimensions of landscaped areas;</li> <li>• Location of proposed lighting;</li> <li>• Setbacks of proposed structure to property lines, other structures, and centerline of all abutting roadways;</li> <li>• Location, width and names of all public and pedestrian ways within or abutting the proposed site,</li> </ul>	<input type="radio"/>

open spaces, structures, uses of each structure, parking areas, fencing, and walkways.

- Number, location, and design of off-street parking areas showing points of ingress and egress.
- Show physical features of site:
- 1. The location of permanent and topographic features, which will have an impact upon the special use.
  2. Topographic contours maybe required depending on use and site features.
  3. Hydrology, surface drainage, streams or water bodies, and wetlands.
  4. Critical areas as known.
  5. Existing deciduous and evergreen trees.
- Location of stormwater detention facilities, if applicable.
- Location of wells, drainfields or public utilities, if applicable.

Applicant Check	Written Narrative	Staff Check
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|-----------------------|--|-----------------------|
| <input type="radio"/> | Proposed methods of providing potable water and sewage disposal, if a public utility, the names of the purveyor(s).<br>A written statement explaining the intent and purposes of the proposed special use, including: <ul style="list-style-type: none"> <li>• Specific policies within the Comprehensive Plan.</li> </ul> | <input type="radio"/> |
| <input type="radio"/> | <ul style="list-style-type: none"> <li>• How does the proposed project conform to existing zoning and other regulations?</li> <li>• Reasons why you believe the project application should be approved.</li> <li>• Tell why the proposed use will be compatible with the neighborhood.</li> </ul>                          | <input type="radio"/> |

***The following may or may not apply to your application. Prior to submittal of any of the following documents, please contact the Planning Department.***

Applicant Check	Supporting Documents & Studies	Staff Check
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|-----------------------|---|-----------------------|
| <input type="radio"/> | Preliminary drainage plans outlining the method of handling surface runoff, if applicable.            | <input type="radio"/> |
| <input type="radio"/> | Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc. | <input type="radio"/> |
| <input type="radio"/> | Copies of related permit applications or approvals – i.e. NPDES or HPA.                               | <input type="radio"/> |