



CITY OF WHITE SALMON

CONDITIONAL USE APPLICATION CHECKLIST

The following information or materials are to be submitted with the application:

- I. Site Plan
 - i. Scale shall be appreciate but in no case less than 1" = 40' scale.
 - ii. The property lines of subject parcel.
 - iii. All proposed and existing structures, including payment areas, parking design and location of storm water facilities.
 - iv. If the project involved new construction, show existing and proposed topography lines.
- II. Off Street Parking Plan
- III. Landscape Plan
 - i. A general landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping.
- IV. Floor plans for all existing and proposed buildings
- V. Building Elevations (side views) for all proposed structures or additions including
 - i. Showing existing and proposed grade levels and label height of building above grade
 - ii. General types of proposed exterior materials
- VI. Adjacent Property Owners
 - i. Names and mailing addresses of all contiguous land owners of the property subject to the conditional use application.
- VII. A State Environmental policy Act (SEPA) Environmental checklist may be required; SEPA requires the identification and evaluation of probable impacts to all elements of the built and natural environment. (RCW 43.21C)
- VIII. Plans, maps, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for Conditional use approval



CITY OF WHITE SALMON

PROCEDURE FOR CONDITIONAL USE PERMIT

A conditional use is a specific type of use or activity that, although is not a preferred use in a zone, may be allowed subject to conditions for construction and /or operation.

The characteristics of proposed conditional uses shall be reviewed during the application to determine whether or not the development is appropriate and compatible in the particular location proposed and what, if any conditions are necessary to ensure compatibility.

A pre-application conference, \$300.00 fee, may be requested or required and shall precede the submittal of any project permit application. It may be required that an on-site visit be made prior to accepting the conditional use application. A State Environmental Protection Agency (SEPA) Environmental Checklist may be required, \$500.00 fee.

It is the responsibility of the applicant to demonstrate that the proposed project is consistent with the purposes and intent of the zoning code and compatible with the existing and potential uses in the vicinity which are permitted outright. You will also need to demonstrate that the use of no more detrimental to the adjacent properties than, and of the same type and character as, those uses listed as conditional under the zone in which the project is being proposed.

A complete application must be received by the Planning Department approximately four weeks prior to an decision.

Fee for minor is \$1,100.00, major is \$1,500.00, must accompany the application form. This amount is set by WSMC 3.36.010 and is non-refundable.

In accordance with WSMC 19.10.110, please allow 28 calendar days after submitting a project permit application, the City shall mail a determination letter to the applicant which states either the application is complete, or that the application is incomplete and what is necessary to make the application complete.

Once Administration has established findings and conclusions and made a decision, the decision will be final and conclusive unless, within 10 calendar days from the date of the action, the original applicant or an adverse party makes application to the court of competent jurisdiction for a writ of mandamus.

A conditional use permit shall remain effective for 1 year if the use is begun within that time or construction has commenced. If not in use or construction has commenced within 1 year, the conditional use permit shall be come invalid. Two extension periods of 6 months may be granted upon proof of need and timely submittal of application to Administration.



CITY OF WHITE SALMON

CONDITIONAL USE PERMIT PURPOSE AND CRITERIA

WSMC 17.80.055

The administrator or the planning commission shall hear and decide applications for conditional uses in certain districts; provided that any conditional use permit granted is subject to and consistent with the following conditional use permit review provisions:

- 1. Purpose. The purpose of the conditional use permit process is to provide flexibility in the city's land use regulations in order to accommodate uses which may be appropriate in an established zone under certain circumstances, but inappropriate in the same zone under others. At the time of application, a review of the location, design, configuration, and potential impact of the proposed use shall be conducted by comparing the use to the goals and policies established in the city's comprehensive plan and the purpose of the zoning designation and this regulation. This review shall determine whether the proposed use should be permitted by weighing the public need or the benefit to be derived from the use, against the impact which it may cause.*
- 2. Scope. This section shall apply to each application for a conditional use permit including both primary and accessory uses.*
- 3. Application Submittal and Contents.*
 - a. The application for a conditional use permit shall be submitted to the city on forms provided by the city, along with the appropriate documentation and signatures. The application shall include all materials required pursuant to city regulations.*
 - b. Specific submittal requirements determined to be unnecessary for review of an application may be waived by the city.*
- 4. Permit Review Process. Applications for conditional uses shall be processed as a type I-B decision by the administrator for simple applications or as a type II decision where in the administrator's discretion additional public input or planning commission review is necessary or appropriate according to procedures set forth in Title 19.*
- 5. Approval Criteria. The city may approve or approve with modifications an application for a conditional use permit if the following criteria are satisfied:*
 - a. The conditional use is harmonious and appropriate in design, character and appearance with the existing or intended character and quality of development in the immediate vicinity of the subject property and with the physical characteristics of the subject property;*
 - b. The conditional use will be served by adequate public facilities including streets, fire protection, parking, water, sanitary sewer, and storm water control;*
 - c. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject parcel;*
 - d. The conditional use has merit and value for the community as a whole;*
 - e. The conditional use is consistent with the goals and policies of the city of White Salmon's comprehensive plan;*
 - f. The conditional use complies with all other applicable criteria and standards of the White Salmon Municipal Code; and*
 - g. That the public interest suffers no substantial detrimental effect. Consideration shall be given to the cumulative impact of similar actions in the area.*
- 6. Additional Conditions. The city may impose additional conditions on a particular use if it is deemed necessary for the protection of the surrounding properties, the neighborhood, or the general welfare of the public. The conditions may:*

- a. *Increase requirements in the standards, criteria or policies established by this chapter;*
- b. *Stipulate an exact location as a means of minimizing hazards to life, limb, property damage, erosion, landslides or traffic;*
- c. *Require structural features or equipment essential to serve the same purposes as set forth in subsection b. of this section;*
- d. *Impose conditions similar to those set forth in subsections b. and c. of this section, as deemed necessary to establish parity with uses permitted in the same zone with respect to avoiding nuisance generating features in matters of noise, odors, air pollution, wastes, vibration, traffic, physical hazards and similar matters;*
- e. *Require reporting by the applicant or operator on a regular basis sufficient to demonstrate continued compliance with all conditions of approval.*
7. *Authority to Deny. The city may deny any conditional use request when adverse impacts reasonably expected to result from the use cannot be avoided, eliminated or mitigated to an acceptable degree.*
8. *Use of Property Before Final Decision. No business license or building permit shall be issued for any use involved in an application for approval for a conditional use permit until the permit application becomes effective.*
9. *Conditional Use Permits—Effective Period.*
 - a. *A decision granting a conditional use permit shall become effective upon the date of such decision.*
 - b. *A conditional use permit automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit within three years of the effective date of the conditional use permit unless:*
 - (i) *The applicant has received an extension of time for the conditional use permit subject to city extension requirements.*
 - (ii) *The conditional use permit approval provides for a greater time period.*
10. *Extension of Time.*
 - a. *The city may extend a conditional use permit, not to exceed one year, if the applicant demonstrates good cause to the city's satisfaction that:*
 - (i) *Unforeseen circumstances or conditions necessitate the extension of the permit;*
 - (ii) *Termination of the permit would result in unreasonable hardship to the applicant, and the applicant is not responsible for the delay; and*
 - (iii) *An extension of the permit will not cause substantial detriment to existing use in the immediate vicinity of the subject property.*
 - b. *The director of the development services department may grant no more than two extensions. A second extension may be granted only if:*
 - (i) *The criteria listed in this subsection are met;*
 - (ii) *The applicant has demonstrated reasonable diligence in attempting to meet the time limit imposed; and*
 - (iii) *Conditions in the immediate vicinity of the subject property have not changed substantially since the conditional use permit was first approved.*
11. *Modification of Conditional Use Permit. The city may initiate a modification to an approved conditional use permit. A modification will be processed as a new conditional use permit but will consider only the impacts and mitigation related to the proposed modification. Through the modification procedure, the city may delete, modify or impose additional conditions upon finding that the use for which the approval was granted has been intensified, changed or modified by the property owner or by person(s) who control the property without approval so as to significantly impact surrounding land use.*
12. *Conditional Use Permit to Run with the Land. A conditional use permit granted pursuant to the provisions of this section shall continue to be valid upon a change of ownership of the site, business, service, use or structure which was the subject of the permit application. No other use is allowed without approval of an additional conditional use permit.*



CITY OF WHITE SALMON

CONDITIONAL USE PERMIT APPLICATION

Applications for conditional uses shall be processed as a Type I-B decision by the Administrator for minor applications or as a Type II decision where in the Administrator's discretion additional public input or Planning Commission review is necessary or appropriate according the procedures set forth in Title 19. The Planning Commission (5 member board) meets on the second and fourth Wednesday of each month.

Type Decision

Fees Received

Date Received



CITY OF WHITE SALMON

CONDITIONAL USE PERMIT APPLICATION

(PLEASE PRINT CLEARLY AND TYPE IN BLUE OR BLACK INK)

Property Owner

Mailing Address

Physical Address

Klickitat County Tax Parcel

Legal Description

Dimensions or Acreage of Land

Zoning District

We, the undersigned respectfully make application for a conditional use permit, under provisions of the White Salmon zoning ordinance, to

Current land use:

Zoning to the North

Zoning to the East

Zoning to the South

Zoning to the West

Total gross floor area of new construction

Floor space of existing structures to be used

How many off-street parking spaces are available

Other parking provisions

Describe the existing condition of the area including but not limited to topography, public facilities and services, natural hazards, open space, scenic and historic areas, access, etc



CITY OF WHITE SALMON

ACKNOWLEDGEMENT AND SIGNATURE

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of White Salmon to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of White Salmon.

Applicant

Representative for Applicant

Mailing Address

Telephone

Email

Applicant Signature

Representative for Applicant Signature

Date

Date