



Assistance Brochure for CONDITIONAL USE PERMITS

THE PURPOSE OF A CONDITIONAL USE PERMIT

Chapter 17 of the city code provides a process for conditional uses within the zoning districts of the City. Conditional Use Permits are special permits regulating land uses that may create a negative impact within the zoning district in which they are located. They are designed to allow a specific use while reducing the potential for detrimental impacts to neighborhoods.

APPLICATION & FEES

A landowner must submit a written application for a Conditional Use Permit and a Site Plan. The written application asks for information that will be used to assess the potential impact of the proposal on the neighborhood. The application must be fully completed and any supporting material attached. There is a processing fee for a Conditional Use Permit. These fees are nonrefundable.

PROCEDURE

The Staff Review Committee may approve a conditional use permit only after a public hearing and a review of the staff report provided by the Planning Department. Specific conditional uses are listed in each of the zoning districts of the code and the permit process is described in Chapter 17 of the code. The Staff Review Committee may grant a conditional use permit based upon the following criteria:

- The proposal is compatible with the surrounding neighborhood.
- The size, arrangement or architectural design of the proposed use would not negatively affect the surrounding neighborhood.
- Traffic patterns are not severely impacted.
- Public facilities are able to serve the proposed development.
- The proposal has no materially detrimental effects on neighboring properties due to excessive noise, lighting, or other interference
- with the peaceful use and possession on neighboring properties.
- The proposal has been designed to minimize adverse effects on neighboring properties.
- Landscaping materials are provided in sufficient quantities and locations to screen objectionable views, break up large parking areas, and present aesthetically attractive appearance.

Staff Review Committee Meetings - The Staff Review Committee meets as necessary in the council chambers of the City Hall. At the meeting you will be asked to present your case and answer questions posed by the board. The public will then have an opportunity to voice their opinions either for or against the conditional use permit. The board may impose reasonable conditions to ensure that the conditional use shall not be materially detrimental to the public welfare or injurious to property or improvements in the area.

Special Tips - All of the conditions enumerated in the specific section on conditional uses must be addressed by the application. Applicants should discuss the proposed use with neighbors in the vicinity of the site to be sure that no surprises arise during the hearing. You may present whatever information to the Staff Review Committee that you think is pertinent and useful to your case. Staff is available to discuss the application and the hearing and to help you with your preparation steps.



Community Development Department
 818 E Edison Ave. Sunnyside, WA 98944
 (509) 837-7999 Fax (509) 836-6383

Conditional Use Application

Note: Application shall not be accepted unless the applicant has attended a Pre-Application conference or has submitted a Pre-Application conference waiver

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| PROPERTY OWNER INFORMATION | | <input type="checkbox"/> Contact Person |
| Owner: | | |
| Address: | | |
| Phone: | Email: | |

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|--|--------|---|
| APPLICANT/CONTRACTOR INFORMATION (if different) | | <input type="checkbox"/> Contact Person |
| Company: | UBI# | |
| Contact: | | |
| Address: | | |
| Phone: | Email: | |

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|-----------------------------|-------------------------------|--|
| PROPERTY INFORMATION | | |
| Legal Description: | Parcel # | |
| Current Zoning: | Current Land Use Designation: | |

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| DESCRIPTION OF PROJECT - ATTACH ADDITIONAL PAGES IF NECESSARY |
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| APPLICATION MUST INCLUDE |
| <ol style="list-style-type: none"> 1. Completed Application. 2. Variance report, prepared by a title company, issued no more than 30 days prior to application, showing the names and addresses of the owners of the property and the names and addresses of surrounding land owners within 600 feet of the property subject to the application. The variance report shall be submitted to the City in both paper format and electronic format with names and addresses acceptable to the City. 3. Application fee. 4. SEPA Checklist. 5. A site plan, drawn to scale, (please contact the Community Development Department for the Site Plan form) showing all details of the proposal – include property lines, easements, building locations(s) and dimensions, parking areas, access driveways, landscaping areas, critical area features, fences, signs, storm water control features, existing wells and drainfields, fire hydrants, significant cut or fill areas, etc... 6. A written narrative outlining mitigation measures and methods proposed to reduce or control impacts caused by the proposed use, including but not limited to, light, heat, glare, traffic, noise, access, etc. 7. Preliminary layout of building interior (uses and sizes of rooms). 8. Any other information the Planning Director deems necessary to determine compliance with applicable codes. 9. Pre-Application Conference waiver (if applicable). |

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| COMPLETE QUESTIONS WITH AS MUCH DETAIL AS POSSIBLE (Use separate paper if needed) |
| Describe how the proposed conditional use will be compatible and in harmony with the existing development in the vicinity of the subject property and what steps will be taken to ensure that nuisance conditions do not occur that will impact adjoining properties: |
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| Describe the location, size, and height of all existing and proposed buildings, structures, signage, walls, fences, and screening vegetation of the proposed project. Will the location, size and height of buildings, structures, walls, fences and screening vegetation for the conditional use hinder or discourage the permitted development or use of the properties in the immediate vicinity of the conditional use? |
| Describe how the proposed conditional use is compatible with the physical characteristics of the subject property: |
| Describe the pedestrian and vehicular traffic, and the parking areas, associated with the conditional use. Will the proposed conditional use impact any existing or anticipated traffic in the immediate vicinity? |
| Describe the infrastructure which will serve the proposed conditional use, including but not limited to roads, fire protection, water, wastewater disposal and storm water control: |
| Describe how granting the conditional use permit will not be materially detrimental to the public health, safety, welfare, use or interest, or injurious to property or improvements in the vicinity: |

I authorize employees and officials of the City of Sunnyside the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of Sunnyside has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____