

Building & Planning Department

P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674
www.ci.woodland.wa.us

Building: (360) 225-7299 / Planning: (360) 225-1048 / Fax: (360) 225-7336

ADMINISTRATIVE CONDITIONAL USE INFORMATION & APPLICATION PACKET (Includes Minor Modifications to an Approved Conditional Use Permit)

Conditional use permits allow a city or county to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district. The intent of conditional use permits is to provide flexibility within a zoning ordinance. Another purpose is to enable a municipality to control certain uses which could have detrimental effects on the community.

Administrative Conditional Use Permit:

Each zoning district contains conditional uses that require administrative conditional use permits.

An Administrative Conditional Use shall be reviewed and decided upon by the Public Works Director or designee. To qualify for an administrative conditional use, the following criteria must be met, as outlined in WMC 17.72.050, and should be addressed in the required narrative:

1. The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed use or in the district in which the subject property is situated.
2. The proposed use shall meet or exceed the performance standards that are required in the district in which the subject property is situated.
3. The proposed development shall be compatible generally with the surrounding land uses in terms of traffic and pedestrian circulation, building and site design.
4. The proposed use shall be in keeping with the goals and policies of the Woodland comprehensive plan.
5. All measures have been taken to minimize the possible adverse impacts, which the proposed use may have on the area in which it is located.

Please note there are additional criteria and standards for specific conditional uses that must also be met and addressed in the narrative. See WMC 17.72.100 for more information.

Minor Modifications to an Approved Conditional Use Permit:

The construction of accessory buildings which will not alter or affect the permitted conditional use of the property are considered minor modifications and are approved, approved with conditions, or denied by the Development Review Committee (DRC) without a public hearing.

Approval criteria for a minor modification is outlined in WMC 17.81.180(D):

1. No minor modifications to an approved conditional use or administrative conditional use shall be approved by the DRC which will allow an increase in the number of dwelling units on a parcel greater than that permitted by the applicable zoning district, or which will permit the reduction in area of any lot created after the adoption of the ordinance codified in this chapter.
2. Granting of the proposed minor modification to the approved conditional use or administrative conditional use is consistent with the applicable zoning district requirements, and will not be materially detrimental to the public welfare or injurious to the property or improvement in the vicinity and zone in which the subject property is situated.

A conditional use permit runs with the land. Compliance with the conditions of such a permit is the responsibility of the current owner of the property, whether that be the applicant or the successor.

The following checklist identifies information to be included with the application for an Administrative Conditional Use. All of the following information must be submitted and the application fees must be paid in order for the application to be considered complete.

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fees - See the fee schedule. Checks shall be made payable to the "City of Woodland." Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, or Shoreline Substantial Development Permit, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Application Form - Shall be completed and signed by the applicant and property owner(s).
<input type="checkbox"/>	<input type="checkbox"/>	Ownership Certification
<input type="checkbox"/>	<input type="checkbox"/>	Completed Critical Areas Checklist - If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description – Supplied by a title company or surveyor licensed by the State of Washington.
<input type="checkbox"/>	<input type="checkbox"/>	Completed SEPA Checklist, if applicable – shall be completed and signed. Submit with the applicable fee.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Analysis, if required by the Public Works Director.
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Substantial Development Permit, is applicable

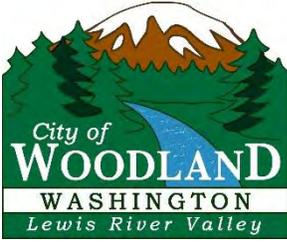
Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	Narrative - A written narrative shall be submitted that explains how the project meets the criteria as outlined in WMC 17.72.050.
<input type="checkbox"/>	<input type="checkbox"/>	Agreement to Reimburse for Professional Consultant Services
		Site Plan – i) Six (6) full size copies (24" x 36") drawn to scale (not less than 1"= 20' and not more than 1"=50') and ii) One (1) reduced copy (11" x 17" or 8.5" x 11") showing at a minimum the following:
<input type="checkbox"/>	<input type="checkbox"/>	1. Project name, date, scale, and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	2. Applicant's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	3. Property owner's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	4. Contact person's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	5. Legal description including Section, Township, Range, and Donation Land Claim.
<input type="checkbox"/>	<input type="checkbox"/>	6. Vicinity map.
<input type="checkbox"/>	<input type="checkbox"/>	7. Location of the City Limit or Urban Growth Boundary (UGB), if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	8. Parcel numbers of all existing parcels.
<input type="checkbox"/>	<input type="checkbox"/>	9. Location and description of the environmental features including Critical Areas, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	10. The existing and proposed contours with intervals of five (5) feet or less if the site has steep slope(s) greater than 10%.
<input type="checkbox"/>	<input type="checkbox"/>	11. The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the subject property is located in the 100-year floodplain.
<input type="checkbox"/>	<input type="checkbox"/>	12. The ordinary high water mark boundaries surveyed by a professional surveyor or engineer if the subject property is located within 200 feet from a river, stream, lake, etc.
<input type="checkbox"/>	<input type="checkbox"/>	13. Square footage of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	14. Location and length of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	15. Location and size of the existing and proposed structures on site.
<input type="checkbox"/>	<input type="checkbox"/>	16. Identify use(s) of all existing and proposed structures.

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	17. Setbacks to all existing and proposed structures from the property lines.
<input type="checkbox"/>	<input type="checkbox"/>	18. Location of existing and proposed streets, curbs, gutters, sidewalks, driveways, drive aisles, off-street parking, on-site traffic arrows, railroads, alleys, loading areas, bicycle parking, and pedestrian and bicycle pathways, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	19. Widths of existing and proposed streets.
<input type="checkbox"/>	<input type="checkbox"/>	20. Area(s) proposed to be dedicated, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	21. Existing and proposed parking lots and parking calculations.
<input type="checkbox"/>	<input type="checkbox"/>	22. Outside storage area, if any.
<input type="checkbox"/>	<input type="checkbox"/>	23. Location of existing and proposed private and public easements.
<input type="checkbox"/>	<input type="checkbox"/>	24. Location and dimensions of all existing and proposed above ground and below ground utilities.
<input type="checkbox"/>	<input type="checkbox"/>	25. Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
<input type="checkbox"/>	<input type="checkbox"/>	26. Location and dimensions of existing and proposed recreational areas and open spaces, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	27. Location and dimension of all existing and proposed fences, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	28. Location and dimension of all existing and proposed signs, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	29. Proposed lighting plan, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	30. Proposed landscaping plan stamped by a licensed landscape architect or certified landscaping professional, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	31. Building elevation plans on all sides for all proposed buildings and structures, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	32. Floor plans for all proposed structures, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	33. Any additional information determined to be necessary to demonstrate compliance with any other portions of the Woodland Municipal Code (WMC).

Typical Timeframe for a Conditional Use:

1. Applicant submits land use applications with required documents and fees.
2. The City reviews the submittal for completeness (within **28 days** of application submittal). A Notice of Incomplete/Complete application is issued.
 - a. If a Notice of Incomplete Application is issued, the applicant has 90 days to submit any missing information.
 - b. A Notice of Complete Application will be issued once all missing items are submitted/addressed.
3. The public hearing will be scheduled with the Hearing Examiner.
4. The City issues a Notice of Application within **14 days** of the Notice of Complete Application. The NOA has a **14 day** comment period.
5. The City issues a Notice of Public Hearing at least **10 days** prior to the hearing. Much of the time, the Notice of Application and Notice of Public Hearing are jointly issued in one document.
6. The City submits a staff report to the Hearing Examiner and the applicant at least **5 days** before the public hearing.
7. The Hearing Examiner holds the public hearing.
8. The Hearing Examiner issues a written decision within **10 days** after the close of the hearing.
9. **The Hearing Examiner's decision** must be transmitted to the applicant and parties of record with **5 days** of the date the written decision is issued.

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LAND USE APPLICATION

LU # _____

Applicant: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Fax #: _____ Email: _____

Property Owner: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Fax #: _____ Email: _____

Site Address: _____

Parcel # _____

Comprehensive Plan Designation: _____ Zoning Designation: _____

Flood Zone Designation: _____ FIRM Map Panel # _____ Map Date: _____

Road Access: _____

Brief Project Description: _____

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

Fees listed (shown on reverse) are minimums based on land use application type and do not include cost recovery for outside review and Hearing Examiner fees, which are to be paid by the applicant. **Fees are set by resolution of the City Council and are non-refundable.** By signing this application and the additional Agreement to Reimburse for Consulting Services form, you agree to pay all fees for outside review and any applicable Hearing Examiner fees.

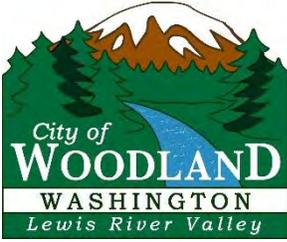
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BARS	Application	Base Fee	Total
<input type="checkbox"/> 81-00	Boundary Line Adjustment	\$400 + \$75 per lot	
<input type="checkbox"/> 81-00	Short Plat	\$800 + \$75 per lot	
<input type="checkbox"/> 81-00	Preliminary Plat	\$3,500 + \$75 per lot	
<input type="checkbox"/> 81-00	PURD	\$3,000	
<input type="checkbox"/> 81-00	Binding Site Plan	\$2,000 + \$150 per acre	
<input type="checkbox"/> 81-00	Final Plat	\$1,500 + \$75 per lot	
<input type="checkbox"/> 81-00	Plat Vacation	\$250 (+HE)	
<input type="checkbox"/> 81-00	Plat Extension	\$300	
<input type="checkbox"/> 81-00	Administrative Conditional Use	\$700	
<input type="checkbox"/> 81-00	Conditional Use	\$2,500 (+HE)	
<input type="checkbox"/> 81-00	Administrative Temporary Use	\$100	
<input type="checkbox"/> 81-00	Similar Use Determination	\$500	
<input type="checkbox"/> 81-00	Minor Variance	\$400	
<input type="checkbox"/> 81-00	Major Variance	\$1,500 (+HE)	
<input type="checkbox"/> 81-00	Comp Plan Map/Text Amendment	\$2,000	
<input type="checkbox"/> 81-00	Zoning Map/Text Amendment	\$2,500	
<input type="checkbox"/> 81-00	Annexation (Notice of Intent)	\$250	
<input type="checkbox"/> 81-00	Annexation (Petition)	\$1,200 / \$1,500	
<input type="checkbox"/> 81-00	Appeal	\$700 (+HE)	
<input type="checkbox"/> 83-00	Site Plan Review	\$110 per 1,000 sq. ft. up to 25,000 sq. ft. Plus \$25 per 1,000 sq. ft. above 25,000. (min. \$400)	
<input type="checkbox"/> 89-00	Shoreline Substantial Development	\$800 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Cond. Use or Variance	\$600 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Substantial Development w/ Cond. Use or Variance	\$900 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Exemption	\$100	
<input type="checkbox"/> 89-00	SEPA	\$650	
<input type="checkbox"/> 89-00	Critical Areas	\$600	
<input type="checkbox"/> 89-00	Other:		
<input type="checkbox"/> 89-00	Report or Data Preparation		
TOTAL:			

*This is not an all-inclusive list. Please refer to the current fee schedule for full list.

DO NOT WRITE BELOW THIS SPACE – FOR OFFICE USE ONLY

LAND USE #	PERMIT TYPE	DATE
RECEIPT NUMBER	AMOUNT	RECEIVED BY



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OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the property owner or representative of the corporation owning the property described in the attached application and I have familiarized myself with the rules and regulations of the City of Woodland with respect to filing this application for _____ and that the statements, answers, and information submitted are in all respects true and correct to the best of my knowledge.

Street Address: _____

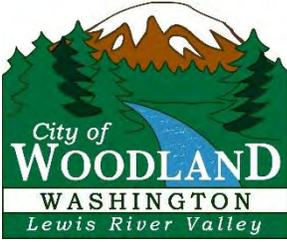
City, State, Zip: _____

Email: _____

Phone: _____

Signature: _____ Date: _____

For: (Corporation or company name, if applicable) _____



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CRITICAL AREAS IDENTIFICATION CHECKLIST

Applicant: _____

Site Address: _____

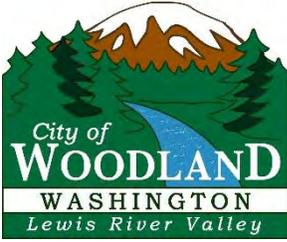
Land Use Application Number: _____

Please answer the following questions concerning Critical Areas indicators located on or within 200 feet of the subject site:

1. Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject site? If yes, please attach a list of document titles.
2. Are there any surface waters (including year-round and seasonal streams, lakes, ponds, bogs, swamps)?
3. Have any wetlands been identified? Any vegetation that is associated with wetlands?
4. Are there areas where the ground is consistently inundated or saturated with water?
5. Is the project located within a Flood Hazard Zone?
6. Are there are state or federally listed sensitive, endangered, or threatened species or habitats?
7. Are there slopes of 15% or greater?
8. Are there any landslide hazard areas?

I grant permission to the field inspector to enter the building site to determine the presence or absence of critical areas. I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of WMC 15.08.

Signature: _____ Date: _____



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AGREEMENT TO REIMBURSE PROFESSIONAL CONSULTING SERVICES EXPENSES RELATED TO LAND USE APPLICATION

The applicant recognizes that the City of Woodland is obligated by state law and the Woodland Municipal Code to provide a complete review of land use applications, including all technical support documents, in order to ensure compliance with all applicable approval standards and that some of those support documents exceed the professional certifications and capabilities of city staff. In these instances, the city must contract with outside qualified professionals in order to perform plan review responsibly.

City Ordinance #1157 (WMC 19.02.110) authorizes recovering the cost of professional consulting services related to all land use applications by outside professionals. The applicant is therefore responsible for reimbursing to the city those fees and related expenses in addition to the normal permit and plan review fees.

The applicant hereby agrees and commits to reimburse to the City of Woodland the actual cost of professional consulting services for reviewing all development projects by outside professionals.

This Agreement to Reimburse the Professional Consulting Services Expenses Related to Reviewing the Land Use Application ("Agreement") is entered into this _____ date of _____ by and between _____ ("Applicant") and the City of Woodland, WA ("City") as indicated by the below signed authorized representative of the parties.

Applicant is the applicant for _____, which has been assigned City Planning / Land Use Application No. _____.

The applicant acknowledges that the applicant is liable for such costs, and these costs are due and payable to the City at the time of final plan approval. The applicant further acknowledges that the City is authorized to require the applicant to deposit an amount which the City estimated at discretion of the Public Works Director.

IT IS SO AGREED:

Name: _____ Date: _____

Title: _____

Mailing Address: _____

Signature: _____