


Received Stamp		City of Roslyn Planning Department 100 E. Pennsylvania Ave. PO Box 451 Roslyn, WA 98941 509-649-3105 FAX 509-649-3174 roslynplanning@inlandnet.com
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Conditional Use Permit Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
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Applicant	City	NA	
			The following is a list of materials which are required for a complete application. The applicant shall submit seven (8) copies of the application set of materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Conditional Use Permit Application;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The Conditional Use Permit fee;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the property. The vicinity map shall be drawn to scale of one inch equals 800 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Plot plan of property with all structures, property lines, streets, and alleys with locations and dimensions of all vehicular points of access, traffic circulation and parking facilities, pedestrian entrances and exits, walls and fences, and nearest fire hydrant, both existing and planned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Landscaping plan, including slope identification and any unusual features of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Letter from the applicant or his/her applicant explaining the reason for requesting the conditional use permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Copy of existing or proposed covenants or restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. SEPA Checklist.

3. Will the location, size, and height of buildings, structures, walls, fences, and screening vegetation for the conditional use hinder neighborhood circulation or discourage the permitted development or use of neighboring properties? Please explain.

4. Will the type of use, hours of operation, and appropriateness of the use in relation to adjacent uses create unusual hazards or result in adverse impacts? Please explain.

5. Will the use be served by adequate public facilities and services and not adversely affect public services to the surrounding area? Can conditions be established to mitigate adverse impacts of such facilities? Please explain.