**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

## **Conditional Use Permit Application Checklist**

FOR STAFF USE ONLY						
File No.:	Received By:	Date Received:	Date Complete:			
Applicant City NA	shall submit seven (8) copie	es of the application set of	for a complete application. The applicant materials.			
	Master Permit Applicat	tion				
	Conditional Use Permi	t Application;				
	The Conditional Use P	ermit fee;				
	<ol> <li>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.</li> </ol>					
	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.					
	6. Landscaping plan, incl	uding slope identification and	any unusual features of the site.			
	7. Letter from the applica use permit.	nt or his/her applicant explair	ning the reason for requesting the conditional			
	Copy of existing or pro	posed covenants or restriction	ons.			
	9. SEPA Checklist.					

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## **Conditional Use Permit Application**

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

FOR STAFF USE ONLY					
File No.:	Received By:	Date Received:	Date Complete:		
Applicant Name:					
Phone # ( )					
Signature:					
Project / Development	Name:				
Description of Proposa	al:				
Assessor / Tax Parcel Number(s) and Map Number(s):					
present owner The Planning ( criteria are me	of the property and is Official may approve and t (please indicate how the	not transferable with the application for a Conditi this proposal complies wi	. A Conditional Use Permit is granted to the property to any future owners onal Use Permit provided the following ith the criteria):		
existing or inter		nce, quality of development	d in a manner that is compatible with the and physical characteristics of the subject		

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.