



CONDITIONAL USE - APPLICATION PACKET

There are certain uses, which the City considers to be unusual and therefore require special consideration. A review of project impact on the surrounding neighborhood and the vicinity is considered necessary before they are allowed to be established.

CONDITIONAL USE CRITERIA

Section 18.125.040 of the Covington Municipal Code sets forth seven (7) conditions that must be addressed when an applicant seeks conditional approval of a project. They are summarized as follows:

1. The Project must be designed in a manner compatible with the character of existing development.
2. The location, size and height of the structure or other project elements shall not hinder neighborhood circulation or discourage permitted development in the area.
3. The design of the Conditional Use must be compatible with the physical characteristics of the property.
4. The requested modification to standards is limited to that which will mitigate impacts to an equal or greater level.
5. The Conditional Use is not in conflict with the health and safety of the community.
6. Pedestrian and vehicular traffic associated with the project will not be in conflict with existing neighborhood traffic.
7. The proposed use will be supported by adequate public facilities and will not adversely affect public services.

PROCEDURE

The Conditional Use review process has four steps: pre-application meeting, formal application and completeness review, staff review and recommendation, public hearing and final decision by the Hearing Examiner.

A Pre-Application meeting shall occur before a Conditional Use Application will be accepted. Pre-application packets are available from the Permit Services Division. Each applicant must schedule a pre-application meeting as a first step in the process.

After a successful pre-application meeting, Applicants are permitted to submit a formal Conditional Use Application. Within 28 days of receiving your application, City staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted by mail outlining what additional information is needed.

During the Site review process, staff may conduct an environmental analysis of the project if subject to the requirements of the State Environmental Policy Act (SEPA). The City has the option of using the Optional SEPA notification provisions, which allow for a single comment period. This option may be used if in the City can reasonable determine that the project is unlikely to have adverse environmental impacts.

Applications will also be open to architectural review and public comment during the Site Review process. All projects are subject to compliance with the Covington Design Manual. The manual promotes responsible site design, respectful architecture and community values. After Staff review, a report is prepared and forwarded to the Covington Hearing Examiner with recommendations. The Hearing Examiner will hold a Public Hearing to formulate findings of fact and issue a final decision based on the information provided.

The Hearing Examiners decision is final unless an appeal is filed with the Superior Court within 14-days of the decision.

PUBLIC NOTICE

There are three methods of required public notice that must be utilized for each project application.

- Posting – The notice board should be installed in accord with the attached specifications (the City shall provide instructions on posting requirements). Additional signs may be required for larger sites or sites with multiple frontages. After installation, the applicant shall submit a completed affidavit of posting as part of an application submittal packet. The City will provide laminated copies of all required posting materials. Maintenance of the notice board is the responsibility of the applicant.
- Mailing – Applicant must provide four sets of mailing labels for all property owners within 500 feet of the subject property. Labels must be provided in three-column format. The department is responsible for issuing the public mailing.
- Publishing – The department will publish the notice of application in a local newspaper with general circulation.

NOTICE OF DECISION

At the completion of the Conditional Use process, a written notice of decision will be mailed to the applicant and all parties of record.



CITY OF COVINGTON

Permit Services

16720 SE 271st Street, Suite 100

Covington, WA 98042

(253) 638-1110 Phone

(253) 638-1122 Fax

FOR STAFF USE ONLY

Permit Number: _____

Application Date: _____

CONDITIONAL USE APPLICATION

FOR STAFF USE ONLY

Planner: _____	File Number: _____
Receipt Number: _____	Project File #: _____
<input type="checkbox"/> Application Complete (Date: _____)	SEPA File #: _____
<input type="checkbox"/> Application Incomplete (Date: _____)	Other File #: _____

I. PROJECT BACKGROUND

A. NAME OF PROJECT/DEVELOPMENT: _____

B. LOCATION OF PROJECT/DEVELOPMENT: (give street address or, if vacant, indicate lot(s), block and subdivision; or tax lot number, access street, and nearest intersection; if proposal applies to several properties, list the streets bounding the area.)

ADDRESS: _____

ASSESORS PARCEL NO.: _____

LEGAL DESCRIPTION: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ (This information may be found on your tax statement)

C. CONTACT: (Primary contact regarding the application, and to whom all notices and reports shall be sent)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

D. OWNER: (Legal owner indicated on property owner declaration form)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

D. PROPERTY OWNER DECLARATION

The undersigned makes the following statements based upon personal knowledge:

1. I am the current owner of the property, which is the subject of this application including all rights-of-way; easements or other property ownership's which are necessary to fulfill the requirements of the application.
2. All statements contained in the application are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. I understand that conditions of approval may not be completed prior to final approval of the construction (e.g., final building permit approval). This will be incorporated into an agreement to be executed and recorded against the property prior to issuance of any construction permits.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America that the foregoing statement is true and correct.

EXECUTED at _____(city), _____(state), on _____,20_____.

(Print Name)

(Print Name)

(Address)

(Phone Number)

(Signature)

(Signature)

Use additional sheets as needed for all property owner signatures.

II.

A. PRESENT USE OF PROPERTY: _____

B. PROPOSED CONDITIONAL USE REQUESTED: _____

C. DETAILED DESCRIPTION OF PROPOSED USE (FOR EXAMPLE, DESCRIBE THE MANUFACTURING PROCESS, WHOLESALE /RETAIL /WAREHOUSE FUNCTIONS, OUTSIDE STORAGE OF GOODS OR EQUIPMENT AND OTHER INFORMATION WHICH WILL STAFF UNDERSTAND THE PROPOSED ACTIVITIES YOU WISH TO DEVELOP ON THIS SITE): _____

D. ON A SEPARATE SHEET, PROVIDE THE STATISTICAL INFORMATION ABOUT THE PROJECT SUCH AS BUILDING SIZE, PARKING STALLS (EXISTING AND PROPOSED), AMOUNT OF IMPERVIOUS SURFACE ETC. . IF THE PROJECT IS PROPOSED IN PHASES, DESCRIBE EACH PHASE AND THE ANTICIPATED SCHEDULING OF DEVELOPMENT. _____

E. ON A SEPARATE SHEET, DESCRIBE THE MANNER IN WHICH YOU BELIEVE THAT YOUR REQUEST FOR A CONDITIONAL USE PERMIT WILL SATISFY EACH OF THE FOLLOWING CRITERIA.

1. The project must be designed in a manor compatible with the character of existing development.
2. The location, size and height of the structure or other project elements shall not hinder neighborhood circulation or discourage permitted development in the area.
3. The design of the Conditional Use must be compatible with the physical characteristics of the property.
4. The requested modification to standards is limited to that which will mitigate impacts to an equal or greater level.
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CONDITIONAL USE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Permit Services Division. Please contact the Permit Services Division if you feel certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete.

The initial application materials allow starting project review and vesting the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

Permit Services Division staff is available to answer questions about application materials at (253) 638-1110 from 8:00 AM to 5:00 PM, Monday through Friday.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION FORMS:

- Application Fee (per current Fee Resolution)
- Application Checklist (1 copy)
- Application Form (1 copy)
- Project Information Sheet (provided by applicant)
- Water and Sewer Certificates. County Health Department approval if on septic or well
- Certificate of Transportation Concurrency
- A complete SEPA Checklist Application unless the project is categorically exempt
- Other Applications: _____

PLANS: (10 sets on 24x36, one set on 11 x 17 and one set on 8 ½ x 11)

- A vicinity map showing location of the site
- Statistical Worksheet – Listing all vital information regarding parking, zoning, projects size, etc.
- Surrounding Area Map showing existing land uses within a 500-foot radius from the site's property lines.
- Preliminary Surveyed Site Plan, draw to a 1" to 20' or 1" to 30" scale, with the following information. Use several sheets if necessary to clearly convey the information:
 - North Arrow, graphic scale, date and stamp of the licensed land surveyor.
 - Location of existing (dashed Lines) and proposed (solid lines) property lines and easements.
 - All parcels fully dimensioned. Building setback lines shown for each structure (dotted lines).
 - Location and name of adjacent roads.
 - Location, dimensions and names of new road improvements, rights-of-ways and easements.
 - Location of existing and proposed sidewalks/planting strips.
 - Location of all proposed recreational or open space features including public plazas.

- Location of existing structures with setbacks.
 - Existing and proposed utility easements. Provide documentation of existing easements.
 - Locations of nearest fire hydrants (with water district identification numbers shown).
 - Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site.
 - Boundary lines of adjacent lands, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property and include the property zoning.
 - Indications of how this proposed project will connect or provide future connections to surrounding properties
 - Location and classification of any watercourses, wetlands or other sensitive areas.
 - Existing and proposed grades at 2' intervals. Slopes in excess of 20% to be clearly identified. All contours should extend at least 50' beyond the subject property.
 - **Circulation Plan** indicating both pedestrian and vehicular circulation patterns. Indicate all pedestrian and vehicular paving materials including type, color and texture. Show connections to surrounding properties and any nearby trail system. Also illustrate the relationships between walkways, plazas and other pedestrian areas, including access routes for the disabled.
 - **Building Elevations** including trim and window details, fixture samples and an exterior materials board. This information will form the basis for the Design Review Process. All structures should be respectful of the community's unique heritage and character
- O This information will be submitted in the Engineering Phase of the application.
- **Landscape Plan** showing all proposed landscape areas, vegetation to be preserved, installation details and plant list. Also indicate any proposed outdoor furniture or accessories. List style and color. Clearly indicate any sensitive areas and their associated buffers.
 - **Irrigation Plan** showing method of irrigation and water usage calculations.
 - **Clearing & Grading Plan** showing the location of all trees over four inches measured 24" from grade. Indicate all trees to be retained and method of protection. Indicate all sensitive areas and their associated buffers and method of protection.
 - **Utility Plan** indicating all utility services required to serve the development and their associated easements. Indicate location of all service boxes on site and the proposed screening method.
 - **Exterior Lighting** showing the location of all out-door lighting features. Exterior lighting plans must be in compliance with the provisions of the Washington State Non residential Energy Code.
 - **Master Sign Plan** indicating the approximate size, location, color and material of all proposed signage.

OTHER MATERIALS

- O Proof that the lot or lots are recognized as separate lots pursuant to the provisions of RCW ch. 58.17.
- O Any Sensitive Area studies if required.
- O A list of any existing environmental documents known to the applicant or the City that evaluate any aspect of the proposed project.
- O A list of any permits or decisions applicable to the development proposal that have been obtained prior to filing this application, or that are pending before the City or any other governmental entity.
- O A storm water design which meets the requirements set forth in CMC Chapter 13.20.030.
- O A soils engineering report for the site
- O Traffic study or studies, if required.
- O Flood Zone/Determination/Elevation Certification if project is in a flood zone.

PUBLIC NOTICE

- O King County Assessor's map(s), which shows the location of each property within 500 feet of the subject property. Indicate the area in red.

- O Four (4) sets of mailing labels in 3-column format for all *property owners* and *tenants* (residents or businesses) within 500 feet of the subject property. (Note: Each unit in multiple-family buildings—e.g. apartments, condos, and trailer parks—must be included.)

- O A 4' x 4' public notice board will be required on site and a completed affidavit of sign posting given to the City as part of an application submittal.