

119 West First Street
 Cle Elum, WA 98922
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Stamp & initial

CONDITIONAL USE PERMIT APPLICATION

“Conditional use” means a use that would not be acceptable without restrictions throughout a zoning district and is not permitted by right within a zoning district but which may be permitted subject to meeting certain conditions contained in this title or as may be determined during the review process. See [CEMC 17.80](#) for more information.

OFFICAL USE ONLY	
Permit #:	CUP-20 -
Staff Person:	
Fee Total:	
Associated Permits:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner	
Same as applicant <input type="checkbox"/>	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Information	
Project Name:	
Address:	
Assessor’s Parcel No.:	Zoning:
Description of project:	

Application Criteria¹	
1.	Legal description of the subject property supplied by Kittitas County, a title company or survey licensed in the state of Washington.
2.	Two hard copies and one electronic copy (PDF) of a site plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The site plan shall contain the following information.
a.	The subject property boundaries.
b.	Dimensions and size.
c.	Location, dimensions and height of all existing and proposed structures.
d.	Location of building accesses.
e.	Proposed setbacks. CEMC 17
f.	Proposed phasing.
g.	Proposed landscaping. CEMC 17.64 .
h.	Location and dimensions of vehicle and pedestrian access points and circulation routes. CEMC 17.56
i.	The location of all proposed on-site parking including provisions for handicap parking.
j.	Any easements.
k.	The location of any proposed outdoor lights.
l.	Any other proposed site improvements.
3.	If the applicant is not the legal owner a signed authorization from the legal owner is required. ²
4.	Written narrative description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, and frequency of deliveries, construction schedule, and how the proposed use complies with the criteria established by CEMC 17.80.050 .
5.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the required criteria. If any of the required criteria is provided in another permit please cite that permit.
2. The owner can sign in allotted space provided under the authorization section of the application or send the City Planner a letter/email with authorization.

Decision Criteria	
1.	The proposed use will be designed and operated in a manner which is compatible with the character, appearance, and operation of existing or proposed development in the vicinity of the subject property
2.	The hours and manner of operation of the proposed use are not inconsistent with adjacent or nearby uses
3.	The proposed use is compatible with the physical characteristics of the subject property and neighboring properties
4.	The location, nature and intensity of outdoor lighting is such that it is consistent with the surrounding neighborhood and does not cast light or glare on adjoining properties
5.	The proposed use is such that it is pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood
6.	The proposed use is capable of being served by public facilities and services, and will not adversely the level of service to surrounding areas
7.	The proposed use is not detrimental to the public health, safety, or welfare
8.	The proposed use is consistent with the goals and policies of the comprehensive plan;
9.	The subject site can accommodate the proposed use considering the size, shape, topography and drainage.
Authorization	
<p>The undersigned hereby certifies, under penalty of perjury, that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. Furthermore, false statements, errors, and/or omissions may be sufficient for denial of request. The applicant further agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.</p>	
Applicant Signature:	Date:
Owner Signature:	Date: