

File Name: **CUP-009979-2022**

File Number:

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review (PDR) | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Variance | |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____

Conditional Use Permit

File Name:

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A Land Use Application for a Conditional Use Permit is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. The Community Development Director may waive any of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to review the application. Additional copies of certain items will be required later in the process.

REQUIRED ITEMS – ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. A full legal description of the property, including the parcel number.
- 3. A written summary of the proposal, including the goals of the proposal, the section(s) of the LMC which require approval of the application, and the relationship of the arrangement of buildings and other structures, parking, and landscaping to those goals and to development and use of adjoining properties.
- 4. A written description of the proposed use of the site, including hours of operation, number of employees, and any proposed storage or use of hazardous materials, if applicable.
- 5. A list of uses for which the site will be used and the gross floor area or gross lot area that each use would occupy.
- 6. A summary table of project statistics, including site area, building coverage, coverage by impervious surfaces, required and proposed parking, etc.
- 7. A written statement addressing whether the application complies with the following decision criteria:
 - A. The Conditional Use Permit will not be injurious to the neighborhood or otherwise detrimental to the public welfare;
 - B. The Conditional Use Permit will be in harmony with the general purpose of LMC Title 21 – Zoning.
- 8. A site plan, drawn to scale, showing:
 - A. Date, scale and north arrow;
 - B. Existing and proposed rights-of-way and improvements;
 - C. Existing natural features;
 - D. Existing and proposed grades;
 - E. Existing and proposed utility improvements;
 - F. Existing and proposed structures and other improvements;
 - G. The location of parking for the proposed use; and
 - H. All structures, natural features and other improvements within 50 feet of the project site.
- 9. A landscaping plan, showing existing and proposed landscaping and fencing. **N/A**
- 10. Exterior elevations of all existing and proposed structures. **N/A**

For Staff Use ONLY	
Verified	Waived
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- 11. If applicable, colors and materials showing all proposed colors and materials. N/A
- 12. A vicinity map, showing the location of the site in relation to nearby streets and properties.
- 13. All site and development plans.
- N/A 14. A completed SEPA application, unless the project is categorically exempt from SEPA review. SEPA exempt per WAC 197-11-800 (23).
- N/A 15. A list of other permits that are or may be required for the development of the property as known to the applicant at the time of submittal. N/A
- N/A 16. A list of permits that are to be processed concurrently with this application. N/A
- N/A 17. If the project is to be developed or occupied in phases, a schedule for each phase. N/A
- 18. A list of all development standards for which the applicant is requesting relaxation, pursuant to this section, and an explanation of the reason or justification for relaxation of each standard.
- 19. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures. N/A PUD No. 1 of Sno Co Property
- 20. Application fee(s).

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FEES See LMC 3.104 or contact our office for current fee information.

- NOTES**
1. The approval of a Conditional Use Permit Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
 2. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be "consolidated" upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.
 - N/A I/We hereby request consolidated review.
 3. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.
 4. An application may be amended only in writing.
 5. Submittal of this application grants the Hearing Examiner and appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
 6. In each application the burden of proof rests with the applicant, petitioner or proponent.
 7. Any Conditional Use Permit which is issued and not utilized within two years from the effective date of the permit, or within such shorter period of time as may be stipulated by the City Council, shall expire and be of no further consequence. The Community Development Department Director may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration.
 8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We _____, owner(s) of the property
commonly known as _____, do hereby apply for approval of a Conditional
Use Permit for the above-referenced property. I/We certify that the information provided in this application, including all
submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner:

Date:

Please print name:
