

# CONDITIONAL USE PERMIT APPLICATION

<b>Property address or general location (cross-streets):</b> _____	<b><u>Office Use Only</u></b> Permit # _____ Associated Permits: _____ _____ _____ _____
<b>Legal Description (or Tax #): Parcel Number:</b> _____ Addition: _____, Block(s): _____, Lot(s): _____	
<b>Project Description (attach additional pages if necessary):</b>    	
<b>Property Owner:</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	<b>Contact/Representative (if different):</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Will the use take place <u>entirely</u> within an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain. <i>(For example, a daycare may include an outside play area.)</i>  If yes, it is a minor conditional use, and final decision is by the PCD Director. If no, it is a major conditional use, the Hearing Examiner will hold an open record public hearing and issue the final decision.	
<b>Have any known wetlands or their buffers been identified on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report. <b>Are there any steep slopes (greater than 15%) on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.	

I verify the property affected by this application is the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*See attached for details on plan submittal requirements and cost.*

## Conditional Use Application Submittal Requirements CHECKLIST

- Completed Conditional Use application form (Page 1)
- Conditional Use Fees:  
(Includes \$50.00 signboard deposit refunded after boards are returned.)  
Minor (established entirely within an existing building): \$841.60  
Major Conditional Use \$3509.50 – includes \$500.00 toward Hearing Examiner fee. Actual Hearing Examiner fees will be charged, so money may be refunded or due. If SEPA is required, an additional \$100.00 for SEPA notice is required in addition to SEPA fees.
- Four copies of a site plan, to scale, showing the following:
  - One copy of the submitted site plan must not be larger than 8-1/2" x 11"
  - All lots with lot lines, block number and lot numbers
  - Existing (and any proposed) structures
  - Widths of adjacent right-of-ways and pavement
  - Adjoining street names
  - All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
  - North Arrow
- Photocopy of the property deed
- Photocopy of the plat map\*
- Photocopy of any surveys of record\*
- Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.) For Type III permits, include 2 sets of mailing labels.
- SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office or on the website.

For more Conditional Use information, see Port Townsend Municipal Code Chapter 17.84 or the website: <http://www.cityoftpt.us/>

\* See Jefferson County Assessor's office, or website  
<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>