

City of Connell

Instructions for Consideration of an Application for a Conditional Use Permit

Conditional Use Permits are authorized by Chapter 17.23 of the Connell Municipal Code (CMC). Applications shall be submitted by the property owner, contract purchaser or their authorized representative and shall be processed by the City as a Type V permit in accordance with the provisions of CMC 16A.02. Conditional Use Permits are subject to the approval of the Hearing Examiner after a public hearing. The decision making process will be as follows:

A. Pre-Application Meetings

Pre-application meetings will be held when deemed necessary by the City or as requested by the applicant. Pre-application meetings may be informal and/or formal depending on the scope of the project. An informal meeting is to discuss, in general terms, the proposed development, City design standards, and the required permits and approval process

A formal pre-application meeting must be attended by the developer/applicant. The purpose of the meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, and applicable plans, policies and regulations. In order to expedite development review, the City will invite all affected jurisdictions, agencies, and/or special districts to the formal pre-application meeting.

The applicant will be expected to supply sufficient copies of the necessary information to provide for an adequate review of the proposal. The information must be submitted to the City Administrator in sufficient time so that it may be included in the notice or the pre-application meeting. Nothing precludes the City or any other agency from requesting additional information during the formal review process. In general terms, the more detailed information provided by the applicant the more detailed the feedback can be from the City .

B. Contents of a Formal Application

All applications for a Conditional Use Permit must include the information listed on the attached page. The City Administrator may require additional information as reasonably necessary to fully and properly evaluate the proposal. Consideration of a Conditional Use Permit application will include a site review to assure conformance with all applicable codes and ordinances of the City. Please note that proposed actions that require a Conditional Use Permit may require other permits and approvals and a complete application must include all related applications and documents.

C. Completeness Review

Within 28 days of receiving a date-stamped application, the City will provide the applicant with a written determination that the application is or is not complete. If the application is not complete the letter will state what additional information is required. The applicant will have 90 days to submit the additional information. Within 14 days after receiving the requested information a determination that the application is or is not complete will be submitted to the applicant. If the 90-day period should lapse before the required additional information is submitted the application will be considered null and void. Any further review will require a new application.

It is important to note that the City will not begin processing an application for a conditional use permit until the application has been deemed to be complete. If the City fails to notify the applicant of the outcome of the completeness review within the required 28 day period as provided above, the application shall be determined to be complete and ready for processing.

D. Consistency and Environmental Review

Upon issuances of the letter of completeness the City staff will review the application materials for consistency with the City's Development Regulations and Comprehensive Plan. Required environmental reviews will typically be performed at this time as well. Unless circumstances require otherwise, it is the goal of the City to integrate the consistency review and environmental review into a single integrated process.

E. Public Notice Requirements

As the City completes the consistency review a Notice of Application will be prepared and distributed inviting the public and agencies to review the application materials and to comment on the proposed development activity. This notice will also typically include a preliminary SEPA Threshold Determination, if required, and as a result comments may also be submitted on the environmental review. The notice will include a general description of the proposed action, the location where the application materials can be reviewed, and the date, time, and location of the required hearing before the City Hearing Examiner. The notice will be published once in the local newspaper, and mailed to property owners within 300 feet of the exterior boundaries of the property as well as to agencies, and the property will be posted.

If the public hearing date is not included in the Notice of Development than a second notice will be published, mailed, and posted at least 15 days before the hearing.

F. Hearing Examiner Action

The Hearing Examiner will receive a staff report with recommendation and, after the public hearing, will consider the following facts:

- 1) The development is consistent with the Connell Comprehensive Plan and meets the requirements and intent of the Connell Municipal Code.
- 2) The development makes adequate provisions for the development to serve the public health, safety, and welfare. Such provisions may include, but are not limited to, open space, drainage ways, streets and other public ways, transit stops, water supply, sanitary waste, parks, and recreation facilities, playgrounds, sites for schools and school grounds, and pedestrian and bicycle ways.
- 3) The development adequately mitigates impacts identified under title 15 of the Connell Municipal Code.
- 4) The development is in the public interest.
- 5) The development does not lower the level of service of transportation and/or neighborhood park facilities below the minimum standards established within the Comprehensive Plan. If the development results in a level of service lower than those set forth in the Comprehensive Plan, the development may be approved if, in accordance with any applicable City ordinances, improvements or strategies to raise the level of service above the minimum standard are made concurrent with the development. For the purpose of this section, concurrent with the development” is defined as the required improvements or strategies in place at the time of occupancy, or a financial commitment is in place to complete the improvements or strategies within six years of approval of the proposal.
- 6) The area, location and features of the land proposed for any dedication are a direct result of the proposal, are reasonably needed to mitigate the effects of the project, and are proportional to the impacts created by the project.

The Hearing Examiner will set forth findings, conclusions, any conditions and actions.

In accordance with Chapter 17.23 of the CMC the Hearing Examiner may impose conditions of approval deemed necessary to minimize any adverse impacts that might be cause by the proposal.

G. Notice of Decision

A written notice of the decision of the Hearing Examiner will be sent to the applicant and all parties of record.

H. Appeals

Appeals of a decision by the Hearings Examiner on a Conditional Use Permit must be filed in Franklin County Superior Court in accordance with the provisions of Chapter 36.70C of the Revised Code of Washington.

I. Questions

Any questions regarding this submittal packet may be addressed to the City Building Official, City of Connell, 104 E. Adams Street, PO Box 1200, Connell, WA 99326, 509-234-2701.

Application Requirements for a Conditional Use Permit

THE FOLLOWING INFORMATION IS REQUIRED BEFORE AN APPLICATION CAN BE CONSIDERED COMPLETE:

- A. A fully completed, signed, and acknowledged application.
- B. A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- C. The name, mailing address and telephone number of a single person or entity to receive determinations and notices;
- D. A list of the names and addresses of all property owners within 300 feet of the exterior boundaries of the property and all contiguous property under the same ownership. This information must be obtained from the Franklin County Assessor's Office or a title company;
- E. The legal description of the property, acreage, and present improvements on the property;
- F. A filing fee of \$300;
- G. A fully completed, signed and acknowledged environmental checklist and fee, unless waived by the Administrator;
- H. Evidence of adequate water supply as required by RCW19.27.097;
- I. Evidence of sewer availability;
- J. A scaled drawing on a page no larger than 8 ½ by 14 inches, unless otherwise requested by the City The drawing must show the following with all dimensions:
 - a. All existing and proposed lot lines;

- b. The location of all existing structures to remain and the location of all proposed structures;
- c. The location of all utilities proposed to be utilized;
- d. All off street parking and loading areas;
- e. All driveway locations;
- f. All landscaping, outdoor lighting and fencing;
- g. A north arrow
- h. The scale of the drawing and;
- i. A vicinity map showing the location of the site to its surroundings.

The City may request additional or specific information as deemed necessary to adequately review the project.

An application will not be considered by the City until all of the above information had been submitted. The formal process for considering an application will not begin until the City has determined that the application is complete.

If you have any questions regarding the application or any of the required documents, contact the City Building Official, City of Connell, 104 E. Adams, PO Box 1200, Connell, WA 99326, 509-234-2701.



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

Land Use Application Form

Please complete and return form to the city clerk, City of Connell, P.O. Box 1200, Connell, WA, 99326, with fees and additional information on the instructions. A separate fee is required for each proposed action.

- | | |
|---|---|
| <input type="checkbox"/> CHANGE OF ZONE | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> COMPREHENSIVE PLAN AMDENMENT | <input type="checkbox"/> PRE-ZONE |
| <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> SITE REVIEW |
| <input type="checkbox"/> CRITICAL AREA PERMIT | <input type="checkbox"/> LOT COMBINE |
| <input type="checkbox"/> ZONING ORDINANCE AMENDMENT | <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT |
| <input type="checkbox"/> PLANNED UNIT DEVELOPMENT | <input type="checkbox"/> OTHER (DESCRIBE): _____ |

NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____
STREET P.O. BOX CITY STATE ZIP

PLEASE CHECK THE ONE THAT APPLIES: OWNER CONTRACT PURCHASER
 LESSEE/RENTER OTHER (SPECIFY) _____

NAMES, ADDRESS, AND TELEPHONE OF OWNER IF OTHER THAN APPLICANT: _____

LOCATION OF PROPERTY (ADDRESS): _____

LEGAL DESCRIPTION (ATTACH IF NECESSARY): _____

TOTAL AREA OF PARCEL/PROPERTY (PLEASE LIST FOR ALL RELATED PROPERTIES):
_____ SQUARE FEET _____ ACRES

EXISTING LAND USE: _____

PROPOSED LAND USE: _____

REQUESTED ACTION AND REASONS: _____

IS THE PROPOSAL IN CONFORMANCE WITH THE COMPREHENSIVE PLAN? YES NO
(Please Explain).