



CITY OF KALAMA

CONDITIONAL USE PERMIT APPLICATION

Prior to submitting, applicant needs to schedule a preapplication meeting with the City Planner to discuss preliminary proposal.

Please address each item and submit with the **Master Permit Application** along with the permit fee of **\$1,500**, after reviewing the attached Information and Instructions pages. The following are questions that address the items that must be considered when granting a Conditional Use Permit (CUP). Please complete and include a Site Plan drawn to scale.

Describe the proposal/activities/uses for the site in detail:

1. ZONING

- a. Is the use applied for listed as a conditional use, or significantly similar to one or more of the listed uses? List use and explain.

- b. Will the proposal expand any non-conforming uses? Explain:

c.

2. IMPACT ON THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE NEIGHBORHOOD – How will the proposal affect:

- a. The character and use of adjoining buildings or those in the vicinity.

b. Other property and improvements in the neighborhood?

c. Neighboring residents?

d. Vehicular traffic in the neighborhood?

3. PUBLIC INFRASTRUCTURE – Do all required public facilities (ie water, sanitary sewer, drainage and streets) have adequate capacity to serve the proposed use?

4. EMERGENCY RESPONSE – How will adequate ingress and egress be available for fire and other emergency service equipment?

5. OFF-STREET PARKING – How will adequate off-street parking be accomplished to prevent congestion of public streets?

Signature _____ Date _____



CITY OF KALAMA

CONDITIONAL USE PERMIT INFORMATION AND INSTRUCTIONS

Conditional Use Permits (CUP) are allowed as per Kalama Municipal Code Chapter 17.54. Applications for Conditional Use Permits are processed by the City Clerk's office. A public hearing is held before the Hearing Examiner at which time the applicant, City staff, and the public have an opportunity to comment on the proposed project.

Prior to submittal of a Conditional Use Permit application, a pre-application conference is held between the applicant and the City Planner. Applicants need to provide preliminary information for the conference detailing the proposed activity.

Applications for a Conditional Use must include a master permit application, a conditional use permit, a site plan drawn to scale, and any other applicable information which could include a SEPA checklist or critical area report if required. Payment in the amount of **\$1,500** for the application fee is due upon submittal of the complete application and is non-refundable. Actual cost for engineering fees, geological fees, traffic consultant fees, other professional consultant fees, publications, and mailing costs will be billed to applicant for reimbursement.

The City Hearing Examiner will set a date for the public hearing which will not exceed 45 days after the acceptance of the application. The City Planner shall prepare a written report and forward it to the Hearing Examiner no later than 5 working days prior to the hearing date.

The applicant can be required to post the site with a sign no less in size than 18" by 24" on color laminated or equally weather resistant material with printing no smaller than one-half inch. The text of the sign shall contain the type of activity and the date and time of the public hearing at least 3/4 inch in size. The requirement for the posting of the sign will be indicated at the time of the pre-application conference.

The City Hearing Examiner will evaluate the application based on the criteria set out in KMC Chapter 17.54.050. A full copy of KMC Chapter 17.54 is included in this packet for your convenience.

Upon conclusion of the public hearing the Hearing Examiner shall have 5 working days to submit a written decision which will include findings of fact, the decision of whether to grant, impose and grant with conditions, or deny the application and a statement that the decision will become final in 14 days unless appealed to the Cowlitz County Superior Court. Upon receipt of the Hearing Examiner's decision the City shall forward the decision to the applicant within 5 working day.