



MINOR CONDITIONAL USE PERMIT

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE:

A Minor Conditional Use Permit (MCUP) is a permit administratively granted by the City Manager or his designee. The MCUP sets special conditions regarding the expansion of a legal, existing conditional use where the expansion is no greater than 20%. The MCUP process is not a means to reduce the requirements of a district where the conditional use is proposed. A MCUP may be requested provided the MCUP conforms with the following criteria:

CONDITIONS FOR APPROVAL:

1. A MCUP shall only be allowed upon request to expand an existing, legal conditional use which has previously been permitted within the zone classification.
2. The requested expansion of the existing conditional use is no greater than 20% of the gross floor area of the existing conditional use.
3. The requested MCUP is exempt from environmental review under the State Environmental Policy Act (SEPA).
4. The minor conditional use must conform to the criteria as set forth under Section 15.22.030 of this Code.
5. The minor conditional use must conform to all other requirements of the Code.

Conditional Use Criteria – Section 15.22.030

1. The proposed use is listed as a Conditional Use under the zone classification use charts, Chapter 15.12 of the SeaTac Municipal Code Volume II.
2. The applicant must justify:
 - a. The site is adequate in size and shape for the proposed project and the use conforms to the general character of the neighborhood.
 - b. The unique character of topography, arterial streets, and adjacent land use complement the proposed conditional use.
 - c. The conditional use would not be detrimental to surrounding land use.
 - d. Modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code.
 - e. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.
 - f. The conditional use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.

SUBMITTAL:

1. FILING FEE: [CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find fee schedule at:
www.ci.seatac.wa.us/feeschedule
2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.

PROCEDURE:

1. It will take a minimum of six to eight weeks from the date of filing for a decision regarding a MCUP to be made.
2. The City Manager or his designee will make the final decision regarding the MCUP. The MCUP may be approved with or without conditions.
3. The decision of the City Manager or his designee will be sent to all adjacent property owners within 500 feet of the proposed MCUP. Recipients of the MCUP will have the opportunity to comment on the MCUP or to appeal the decision to the Hearing Examiner.

CONDITIONAL USE PERMIT APPLICATION MINOR

File No: _____ **Parcel No:** _____

1. Business Name: _____

2. Applicant Information:

Name: _____

Address: _____

Phone: _____ Alt. Phone _____

Fax _____ Email _____

Status: (owner, lessee, agent, etc.) _____

3. Property Owner:

Name: _____

Address: _____

Phone: _____ Alt. Phone _____

Fax _____ Email _____

(if more than one owner, please attach additional sheet with names, addresses, contact information and signatures).

4. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Alt. Phone _____

Fax _____ Email _____

5. Property:

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

6. Use:

Existing use of property: _____

Proposed use of property (in detail): _____

Changes to be made to the property: _____

Applicant's Signature

Property Owner's Signature

Please print name

Please print name

Date

Date

APPLICATION REVIEW CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application review.** If you have any questions, contact the Department of Planning and Community Development.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____ **Date of Pre-App Meeting:** _____

	<u>Applicant</u>	<u>Staff</u>
<i>Part I - Plan Submittal</i>		
1. Six copies of all plans and the environmental checklist. Additional copies may be required prior to any public hearings.	_____	_____
2. All oversized plans folded to 8 1/2" x 14".	_____	_____
3. One paper reduction of each oversized plan to 8 1/2" x 11".	_____	_____
4. County Assessor's Map(s) showing a 500' radius around edges of subject property. (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac</i>).	_____	_____
	<u>Applicant</u>	<u>Staff</u>

5. A minimum of one (1) sets of stamped, legal size envelopes addressed to each property owner within 500' of the subject property (see attached directions) with the return address for the City of SeaTac Planning Department. A return address stamp is available for your use upon request. **(NO METERED MAIL).** _____
6. A photocopy or printout of names and addresses. _____
7. Application form is filled out, original and five (5) copies submitted. _____
8. The DRC comment sheets, six (6) copies submitted. _____
9. A *legal description* of the subject property is provided. _____
10. If you are given an *Environmental Checklist*, all questions are answered and the checklist is signed. _____
11. A *letter of availability* from the appropriate water district. _____
12. A *letter of availability* from the appropriate sewer district. _____
13. A *Title Report (dated within last 90 days)*. _____
14. A check to the City of SeaTac for the filing fee and Environmental Checklist fee. _____
15. *(Six (6) completed Part II site plan checklist copies must be submitted.)* _____

PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND SIX (6) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

Part II – Site Plan Requirements

15. A Site, Landscape and Lighting plan, drawn to scale (1 in. = 20, or 30, or 40 ft.), shall be submitted showing the following:

	<u>Engineer</u>	<u>Staff</u>
a. Dimension and shape of lot with adjacent street names;	_____	_____
b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____
c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d. Required landscaping (species, number, size) with planting details, notes and distance apart. List on the plan landscape “Type” Standards (SMC 15.14.030), General Requirements (SMC 15.14.040) and the following note: <i>“The determination of compliance with the landscape requirements under Chapter 15.14 SMC shall be determined based on the site inspections of the installed landscaping. Approval of a Building Permit shall not constitute approval of the Landscape Plan and shall not imply approval of the landscape materials installed, until such time as the landscape inspections are completed, determining that landscaping is installed to City requirements;”</i>	_____	_____
<i>An irrigation plan shall also be submitted;</i> <i>(SMC 15.14.200)</i> Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features;	_____	_____
	<u>Engineer</u>	<u>Staff</u>

- e. All existing trees over 8" in diameter by species and trunk diameter for trees to be saved;
A "Significant Tree" Retention Plan shall be submitted;
(SMC 15.14.160, or 15.14.165) _____
- g. The gross floor area and parking calculations (Cite applicable city code); _____
- h. Existing and finished grades at 5' contours; _____
- i. Storm drainage, sidewalks, exterior lighting; _____
- j. The location of any recreation/open space with dimensions; _____
- k. Proposed public dedication/open space; _____
- 17. Building elevations showing two facades at 1"=50', 1"=100' or 1"=200' (***engineering scale only***); _____
- 18. Drawing and/or text describing the scale, bulk and architectural character of the proposed structure; _____
- 19. A text describing conditions or features which cannot be adequately displayed on maps or drawings; _____
- 20. A description of plans for covenants, uses, and continuous maintenance provisions for the project; _____
- 21. Proposed phasing; _____
- 22. Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern. _____
- 23. A "Lighting Plan" for the site and parking area shall be submitted complying with SMC Chapt. 17 (CPTED) standards; _____

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA, etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

Cost: _____ Date Paid: _____

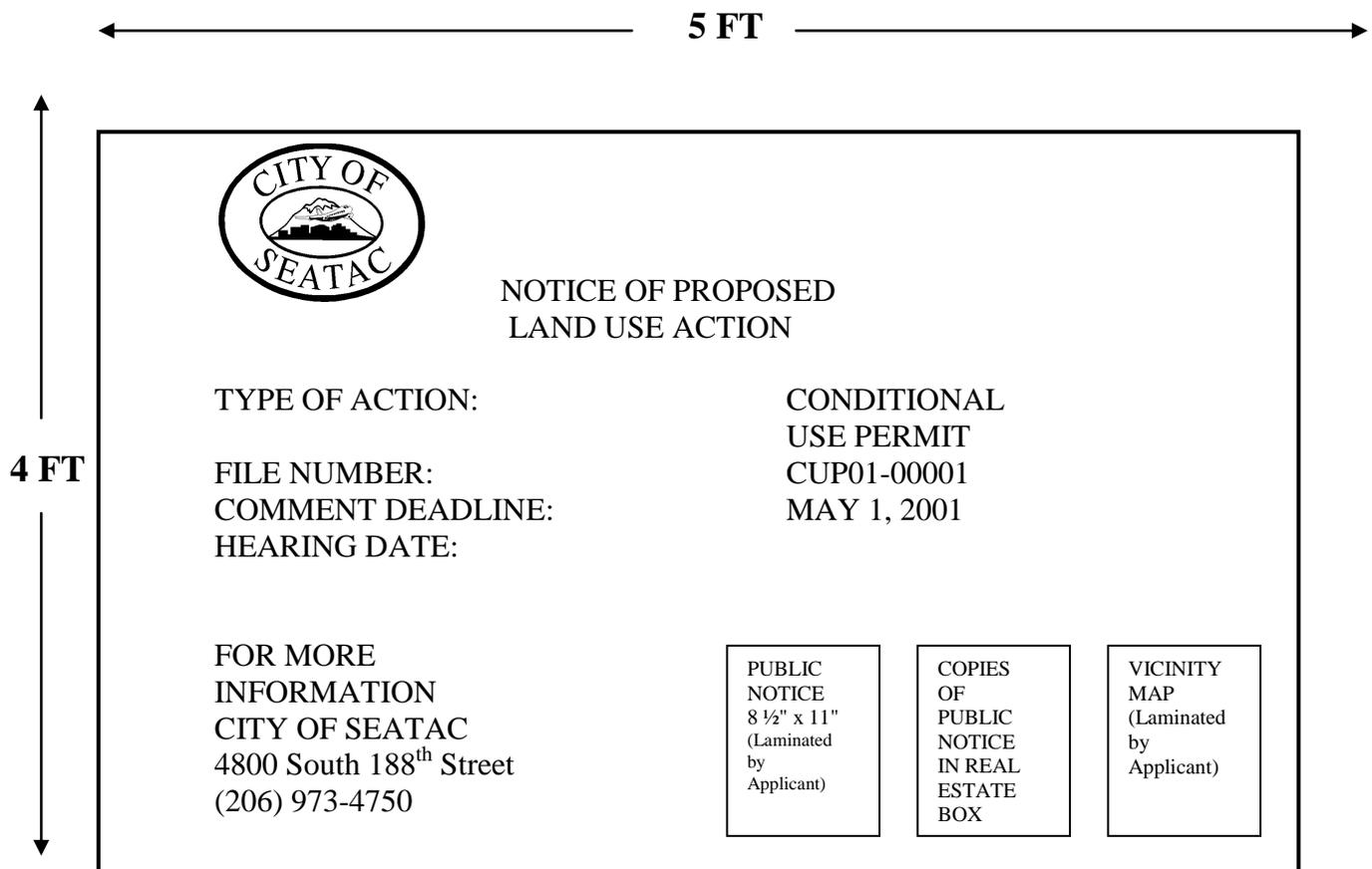
GIS PRODUCTS AND SERVICES – 001.341.70.00.002

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example).

The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

