



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

MAJOR CONDITIONAL USE PERMIT

DEFINITION AND PURPOSE:

A Conditional Use Permit (CUP) is a permit granted by the Hearing Examiner which sets special conditions regarding a use in a zone where the use is not normally allowed. The CUP process is a means of imposing special conditions and requirements on development, so that the compatibility of uses shall be maintained considering other existing and potential uses within the general area where the conditional use is proposed. Conditions imposed on a CUP will reasonably assure that a nuisance or hazard to life or property will not occur. The CUP process is not a means to reduce the requirements of a zoning district where the conditional use is proposed.

CONDITIONS FOR APPROVAL:

The **applicant** must show that the proposed use satisfies all of the following criteria for approval by the Hearing Examiner.

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 fees 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. Prior to submitting your CUP application, you will need to review your proposed CUP with a City Pre-Application Meeting. ***NO APPLICATION WILL BE ACCEPTED PRIOR TO REVIEW AT THE PRE-APPLICATION MEETING.*** Please contact the Permit Center to schedule a time for the Pre-Application Meeting. (Phone 206-973-4750).
2. It will take a minimum of 2 TO 3 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
3. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
4. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” on the property in conformance with Section 16.07.010B. of the SeaTac Municipal Code Volume II (SMCVII). An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the newspaper.
5. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing. The applicant or authorized representative of the applicant must attend the public hearing.
6. The Hearing Examiner’s decision will be final unless appealed to the Superior Court of King County. A “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all persons of record.

CONDITIONAL USE PERMIT APPLICATION

MAJOR

File No. _____ Parcel No. _____

1. **BUSINESS NAME:** _____

2. **APPLICANT:**

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

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

3. **PROPERTY OWNER:** (If there are more owners, attach an additional sheet with names, addresses, contact information and signatures)

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

4. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City)

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

5. PROPERTY:

Address: _____

_____ City

_____ State

_____ Zip

Zone: _____

Current Lot Size (Sq. Ft.): _____

Acres: _____

Legal Description: _____

Parcel Number: _____

6. USE:

Existing use of property: _____

Proposed use of property (in detail): _____

Changes to be made to the property: _____

Applicant's Signature

Printed Name

Date

Property Owner's Signature

Printed Name

Date

CONDITIONS FOR APPROVAL

The space below is provided for your answers. You may use additional sheets if necessary.

1. That the site is adequate in size and shape for the proposed project and that the use conforms to the general character of the neighborhood.

2. That the unique character of topography, arterial streets and adjacent land uses complement the proposed conditional use.

3. That the conditional use would not be detrimental to surrounding land use.

4. Modifications to standards limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code.

5. 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.

6. 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.

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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 pre-application meeting with the City. This checklist must be submitted for your application review.** If you have any questions, contact the Department of Community & Economic Development (206-973-4750).

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

<i>For Office Use Only</i>	
Date Submitted: _____	Date of Pre-App Meeting: _____

PLAN SUBMITTAL – PART I		Applicant	Staff
1	Application form is filled out, original and five (5) copies submitted.		
2	The PRE-APPLICATION MEETING comment sheets, six (6) copies submitted.		
3	<i>A legal description</i> of the subject property is provided.		
4	If you are given an <i>Environmental Checklist</i> , all questions are answered and the checklist is signed.		
5	<i>A letter of availability</i> from the appropriate water district.		
6	<i>A letter of availability</i> from the appropriate sewer district.		

7	A <i>Title Report (dated within last 90 days).</i>		
8	A check to the City of SeaTac for the filing fee and Environmental Checklist fee.		
9	Six copies of all plans and the environmental checklist. Additional copies may be required prior to any public hearings.		
10	All oversized plans folded to 8 1/2" x 14".		
11	One paper reduction of each oversized plan to 8 1/2" x 11".		
12	County Assessor's Map(s) showing a 1,000' radius around edges of subject property. (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i>)		
13	A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000' of the subject property (see attached directions) with the return address for the City of SeaTac Community and Economic Development. A return address stamp is available for your use upon request. (NO METERED MAIL).		
14	A photocopy or printout of names and addresses.		
15	The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying All property owners between 500 and 1,000 feet.		
16	<i>(Six (6) completed Part II site plan checklist copies must be submitted.)</i>		

PLAN SUBMITTAL – PART II			
<i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND six (6) copies submitted or submittal will be DENIED)</i>		Engineer	Staff
17	<p>A Site, Landscape and Lighting plan drawn to scale (1 in. = 20, or 30, or 40 ft.) showing the following:</p> <ul style="list-style-type: none"> 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 the 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 all landscaping is installed to City requirements.”</i> e) An irrigation plan shall also be submitted (SMC 15.14.200) f) Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features g) All existing trees over 8" in diameter by species and h) Trunk diameter with an indication of trees to be saved i) A “Significant Tree” Retention Plan shall be submitted j) The gross floor area and parking calculations (Cite applicable city code) k) Existing and finished grades at 5' contours l) Storm drainage, sidewalks, exterior lighting m) The location of any recreation/open space with dimensions n) Proposed public dedication/open space 		
18	Building elevations of the proposal showing two facades at facades at 1"=50', 1"=100' or 1"=200' (engineering scale only)		
19	Drawing and/or text describing the scale, bulk and architectural character of the proposed structure		

PLAN SUBMITTAL – PART II (CONTINUED) SITE PLAN REQUIREMENTS			
<i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND six (6) copies submitted or submittal will be DENIED)</i>		Engineer	Staff
20	A text describing conditions or features which cannot be adequately displayed on maps or drawings		
21	A description of plans for covenants, uses and continuous maintenance provisions for the project		
22	Proposed phasing		
23	Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.		
24	A “Lighting Plan” for the site and parking area shall be submitted complying with SMC Chapt. 17 (CPTED) Standard		
25	Electronic copies of the City Block can be obtained by contacting the Engineering Review Division at 206-973-4750.		

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 Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 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: _____

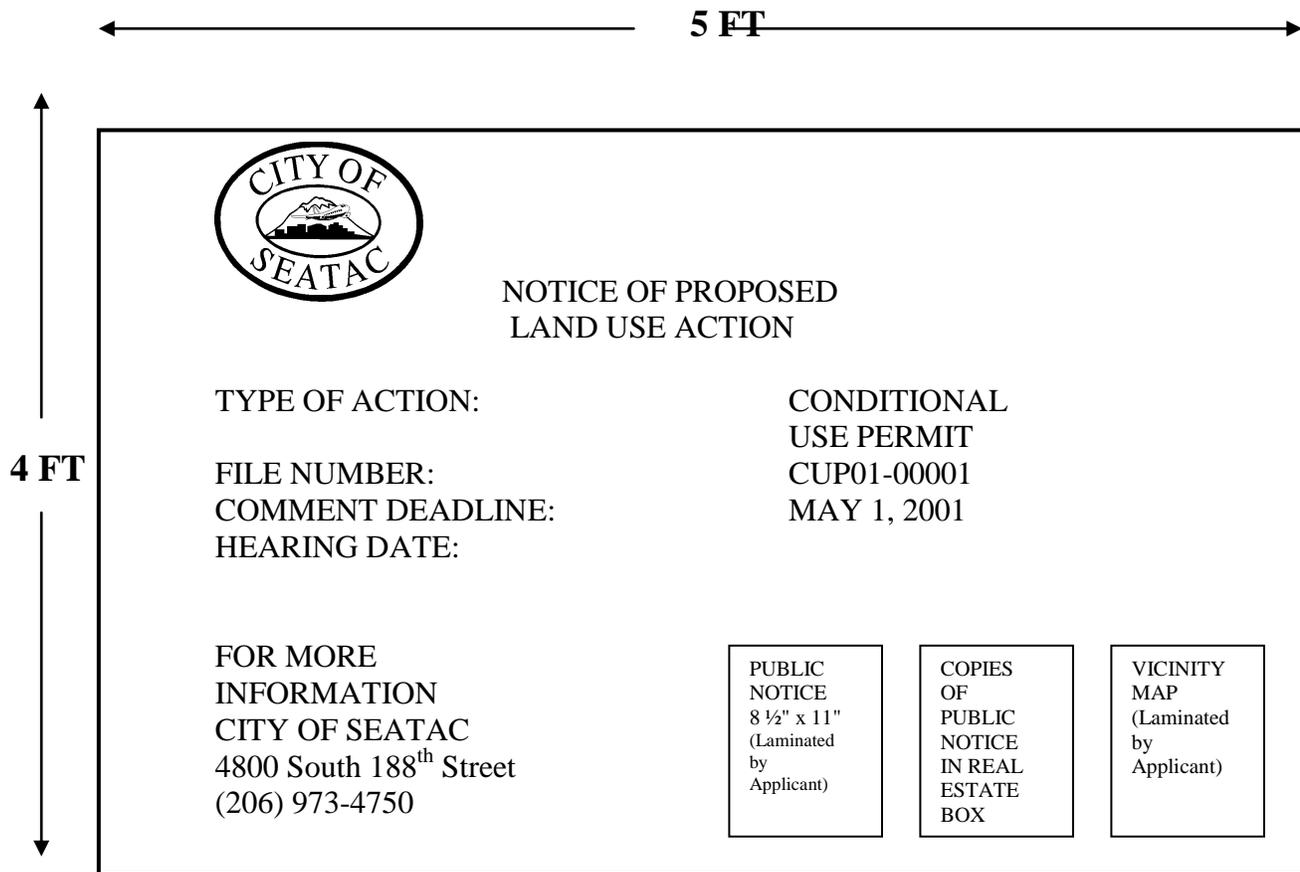
Cost: _____ Date Paid: _____

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)

