



**Address:**  
100 3<sup>rd</sup> Ave SE  
Pacific, WA 98047

**Phone:**  
(253) 929-1110

**Website:**  
<https://www.pacificwa.gov>

# CONDITIONAL USE PERMIT (CUP)

## **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.

All uses permitted conditionally are declared to possess such unique and special characteristics as to make impractical their being included as outright uses in any of the various districts defined in this title. The authority for the location and operation thereof shall be subject to review and the issuance of a conditional use permit. The purpose of review shall be to determine that the characteristics of any such shall not be unreasonably incompatible with the type of uses permitted in surrounding areas, and for the further purpose of stipulating such conditions as may be reasonable so that the basic purposes of this chapter shall be served. Nothing construed herein shall be deemed to require the city to grant a conditional use permit.

## **SUBMITTAL REQUIREMENTS:**

1. Filing Fee: Per Current Fee Schedule plus Time and Materials (Contact Planner)
2. Deposit: Per Current Fee Schedule (Contact Planner)
2. Technology Fee: Per Current Fee Schedule (Contact Planner)
3. Hearing Examiner Fee: Hourly Rate (Contact Planner)
4. Respond to conditional use permit criteria listed under Pacific Municipal Code [20.20](#).
5. Please submit all items listed on the attached checklist.

## **PROCEDURE FOR HEARING EXAMINER CONDITIONAL USE PERMIT:**

1. It will take approximately 2-4 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. 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 10 days prior to the hearing.
3. A "Notice Board" (see example attached) shall be posted on the property in conformance with the Pacific Municipal Code. 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 public hearing notice is published in the newspaper.



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4. The Hearing Examiner's decision is final unless appealed in writing pursuant to RCW 36.70C.040.

## APPLICATION

1. **Business Name:** \_\_\_\_\_

2. **Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Status (Owner, Lessee, Agent, etc.): \_\_\_\_\_

3. **Legal Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Property:**

Parcel No. \_\_\_\_\_

Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Lot Area (SF): \_\_\_\_\_ Lot Area (Acres): \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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## APPLICATION *(cont'd)*

**6. Use:**

Proposed use of property (in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages as necessary)

Changes to be made to the property (tenant improvements, grading, fill, new structures, parking, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant/Representative's Signature**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Please print name**

\_\_\_\_\_  
**Please print name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



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## CONDITIONS FOR APPROVAL

The applicant must justify that the Conditional Use request meets the minimum criteria for approval by the Hearing Examiner (Submit additional pages as necessary). These criteria are listed below.

1. **PMC 20.20.060:** The location, size, design, and operating characteristics of the proposed development will be compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density, to the availability of public facilities and utilities. Consideration will be given to the harmful effect, if any, upon desirable neighborhood character, to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the development;
2. **PMC 20.20.070:** The location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping, or civic environment, and will be attractive as the nature of the use and its location and setting warrants;
3. **PMC 20.20.080:** The proposed development will enhance the successful operation of the surrounding area in its basic community functions, or will provide an essential service to the community or region.



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## INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

***\*Please Note – Mailing labels with adjacent property owner addresses may be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor’s map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

### **REMINDERS:**

The applicant shall provide envelopes and postage. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. A City of Pacific rubber stamp will be provided to the applicant upon request for the return address. (**NO METERED MAIL**)

***To prevent mail from being returned, the City recommends addressing envelopes to “Current Property Owner or Tenant” and not by name.***

### **RETURN ADDRESS:**

City of Pacific  
Dept. of Community Development  
100 3<sup>rd</sup> Ave. SE  
Pacific, WA 98047



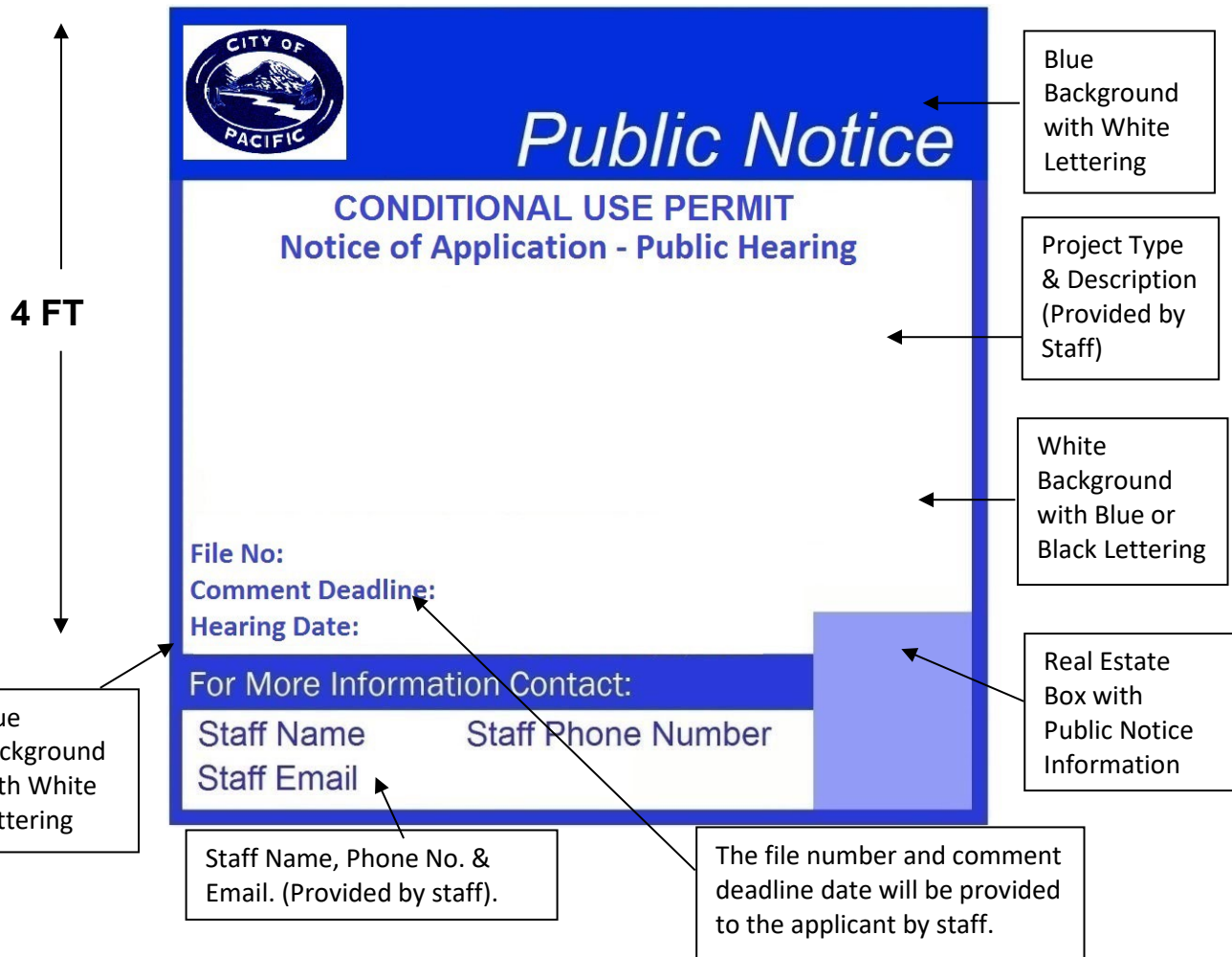
# CONDITIONAL USE PERMIT (CUP)

## NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification," and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background (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;

← 4 FT →





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## SUBMITTAL 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.070. 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. 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 will also not be accepted if you have not had a Pre-Application meeting with the City. This checklist must be submitted in order for your application to be reviewed.** If you have any questions, please contact the Department of Community Development at (253) 929-1110.

***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:** \_\_\_\_\_

### **Part I – Plan Submittal**

	<b>Applicant</b>	<b>Staff</b>
1. Completed Application form.		
2. A legal description of the subject property is provided.		
3. If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
4. A check to the City of Pacific for the filing fee and Environmental Checklist fee (if required). Confirm fees with staff beforehand		
5. All oversized plans folded to 8 1/2" x 14".		



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## CHECKLIST *(cont'd)*

	Applicant	Staff
6. An electronic copy of all submittals through email/file transfer for oversized files.		
7. County Assessor's Map(s) showing a 300' radius around edges of subject property		
8. A minimum of two (2) sets stamped, legal size envelopes addressed to each property owner/tenant within 300' of the subject property (see above instructions) with the return address for the City of Pacific Community Development Department. A return address stamp is available for your use. <b>(NO METERED MAIL)</b> .		
9. A photocopy or printout of names and addresses.		
10. <b>SUBMITTAL OF THE FEE OBLIGATION FORM</b>		

### **Part II – Site Plan Requirements**

**(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT OR SUBMITTAL WILL BE DENIED).**

	Engineer	Staff
11. A dimensioned site plan drawn to scale showing the following:		
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.		





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## CHECKLIST *(cont'd)*

	Engineer	Staff
d. Proposed landscaping (size, species, location, planting details, and distance apart) if applicable; (Note that bonding may be required at site development permit submittal where applicable.)		
e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;		
f. All existing trees over 8" in diameter drawn to scale by species and an indication of which will be saved;		
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 required recreation/open space with dimensions;		
k. Proposed public dedication/open space;		
l. Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale) from finished grade.		
m. Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure;		
n. A text describing conditions or features which cannot be adequately displayed on maps or drawings;		
o. Draft covenants, uses, public easements, and continuous maintenance agreements for the project;		
p. Proposed phasing, where applicable;		
q. Vehicular and pedestrian circulation, any special engineering features, and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.		
12. Traffic Impact Analysis, if proposed use is more intense and will increase traffic.		