



File No: \_\_\_\_\_

## CITY OF CHELAN

DEPARTMENT OF COMMUNITY DEVELOPMENT  
135 E JOHNSON AVENUE, CHELAN WA 98816  
TELEPHONE: (509) 682-8017 FAX: (509) 682-8050

### CONDITIONAL USE PERMIT APPLICATION

Parcel Number (APN): \_\_\_\_\_ Lot Size: \_\_\_\_\_ (Acres)

Parcel Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

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

Property Owner(s): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant (if different from owner): \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Type of Request:

- ☐ Hearing Examiner Request
- ☐ New Application
- ☐ Amendment / Original CUP file #: \_\_\_\_\_
- ☐ Administrative Request (per CMC 17.56.020(B))

#### Description of proposed use of property (additional detail to be provided in separate narrative):

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List any changes to the property necessary for this use: \_\_\_\_\_

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Zoning District: \_\_\_\_\_

Adjacent land uses:

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**Submittal Requirements:**

The CUP application will be accepted upon receipt of the following required submittal items. Additional information may be requested by staff if determined necessary for the proposed request.

- ☐ Complete Application form
- ☐ Narrative of proposal
- ☐ Responses to applicable code criteria
- ☐ Site Plan meeting the requirement outlined below
- ☐ Ownership certification
- ☐ Critical Areas Checklist
- ☐ SEPA Checklist, if applicable
- ☐ Studies & Reports, if applicable
- ☐ Application fee(s) per the City of Chelan's current Rate & Fee Schedule

**Site Plan Checklist:**

The following information must be included on a site plan accompanying this application to facilitate the review and consideration of your application. The plan shall include the following:

- ☐ Property dimensions and parcel size
- ☐ North arrow, scale (engineer or architect)
- ☐ Building setbacks from property lines easements, critical areas, etc.
- ☐ Existing and proposed roads/streets, driveways walkways, vehicle maneuvering areas, etc.
- ☐ Existing and proposed parking areas (identify stalls and dimensions)
- ☐ Topographic features
- ☐ Existing and proposed landscaping, screening and/or fencing
- ☐ Water bodies and/or wetland areas (including seasonal streams/drainages, irrigation canals, floodplain, etc.)
- ☐ Type of existing and/or proposed outdoor lighting
- ☐ Drainage facilities (drains, catch basins, detention ponds, ditches, etc.)
- ☐ Existing and proposed septic tanks, drainfields, wells and fire hydrants
- ☐ Existing and propose utilities and utility easements
- ☐ Signs (existing and/or proposed) including design, size, type of lighting, number, and location on property

**Acknowledgement**

- The information, plans, maps, and other materials submitted with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal.
- The City of Chelan does not guarantee success of this permit application, or approval by the Hearing Examiner
- All persons executing this acknowledgement shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application.
- If the property owner(s)/Applicant fail to respond to the Department's request for additional information, orally, or in writing within the designated time frame, further processing shall be suspended or postponed.

**I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the answers included in this application are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.**

Owner Signature: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Date: \_\_\_\_\_