

**CITY OF DAYTON
COLUMBIA COUNTY PLANNING DEPARTMENT**

**INFORMATION HANDOUT FOR
CONDITIONAL USE PERMIT APPLICATION**

This packet is designed to assist you in preparing your application for a Conditional Use Permit. Applications may be submitted to the Columbia County Planning Department, 114 S. 2nd St., Dayton, WA 99328 between the hours of 9:00 a.m. to 4:00 p.m., Monday – Friday.

Please provide the following information at the time of submittal. If any of the following information is not available we may not be able to process your application.

1. Completed Conditional Use application form with a fee of \$250.00 and a completed SEPA Checklist, if applicable (for fee contact Columbia County Planning Department). Please make checks payable to Columbia County Planning Department.

*For information on how to complete the SEPA Checklist please request a copy of the *SEPA Guide for Project Applicants*.

2. Site Plan (8 ½” x 11”) of the proposal drawn to a scale of one inch equals fifty foot or one inch equals one hundred foot (1” = 50’ or 1” = 100’) and including but not limited to scale of drawing; North Arrow, site (lot) area showing property boundaries and dimensions, names and widths of streets adjacent to the site; easements effecting the use of the property; existing buildings; proposed buildings (including exterior decks/balconies), showing dimensions of said buildings and distance from other buildings and property boundaries; parking areas, spaces and/or driveways; landscaping; and, fencing.

NOTE: THE APPLICATION AND CHECKLIST FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

THE FOLLOWING CRITERIA FOR A CONDITIONAL USE PERMIT MUST BE MET: A conditional use permit may be authorized for a limited period of time and with conditions needed to protect the public interest and implement the intent of Title 5-12.600 – 690 subject to the following provisions:

- A. The proposed use must be an identified and permitted conditional use in the applicable zone or other similar use in aspects such as size, density, effect and impact as a listed use;

- B. The building(s) or part of the building(s) containing the proposed use or activity must be in compliance with all other requirements of the applicable zone and the Uniform Building Code and other applicable codes covering the proposed use; and,
- C. The proposed use, with any conditions, must not have a significant adverse effect on adjacent properties, the neighborhood or the general public.

Upon determining that you have submitted a completed application, a file will be setup and the application routed to the appropriate reviewing agencies including but not limited to Public Works, Emergency Management Services and Historical Preservation Commission. Each agency will review your application and provide the Planning Department with their comments. A public hearing will be held within sixty (60) days of the receipt of a completed application as required (Dayton Municipal Code Chapter 5-12 Section 800).

The application will be heard at a public hearing before the Dayton Planning Commission at 111 S. 1st Street, Dayton, WA 99328. The applicant or his/her representative must be present to answer any questions the Commission members may have relative to the proposed variance. You will be sent a notice notifying you as to what date your application will be heard before the Dayton Planning Commission.

After the public hearing, the Dayton Planning Commission will determine within thirty (30) days of the date of the public hearing whether the conditional use permit is to be granted, granted with conditions or denied. Written notification of the decision will be sent to the applicant. Failure to comply with any condition or time limit imposed on a variance shall void the conditional use permit.

Decisions of the Dayton Planning Commission shall be final unless an appeal is filed with the City Clerk in writing within ten (10) days after the decision has been made.

Any questions regarding this process should be directed to Columbia County Planning Department, 114 S. 2nd Street, Dayton, WA 99328, 509.382.4676

CITY OF DAYTON
COLUMBIA COUNTY PLANNING DEPARTMENT
114 S. 2ND STREET, DAYTON, WA 99328
(P) 509.382.46

APPLICATION FOR A CONDITIONAL USE PERMIT

1. Name of applicant: _____
Mailing Address: _____
Telephone No.: _____ E-mail address: _____
2. Name of property owner(s): _____
Mailing Address: _____
Telephone No.: _____ E-mail address: _____
3. Address of property for proposed conditional use: _____

4. Legal description of property (attach additional sheets as needed):
Section _____ Township _____ Range _____
5. Assessor's Parcel No. (from tax statement): _____
6. Parcel (Lot) Size: _____
7. Land Use Zone: _____ Flood Hazard Zone: _____
8. Located in Historical Preservation District: _____ Y _____ N
9. Explain the current use of the property:
10. Explain the proposed use of the property:

11. What are the concise reasons this property needs and is suited for the conditional use?

12. What effect will the proposed conditional use have on the adjacent properties?

13. What will be the effect upon the applicant if the conditional use is not granted?

14. Any additional information that you feel is pertinent to this application, including any measures taken to improve compatibility with the surrounding neighborhood:

15. The Planning Department **requires** that the following be submitted at the time of application:

- Completed application form.
- Conditional Use Application fee (Contact Columbia County Planning Department for fee schedule). Please make checks payable to the Columbia County Planning Department.

- Completed SEPA Checklist if applicable. Please make checks payable to the Columbia County Planning Department.
- Site Plan (8 ½” x 11”) of the proposal drawn to a scale of one inch equals fifty foot or one inch equals one hundred foot (1” = 50’ or 1” = 100’) and including but not limited to the following information:
 - ✓ Scale of drawing
 - ✓ North Arrow
 - ✓ Site (Lot) area showing property boundaries and dimensions
 - ✓ Names and widths of streets adjacent to the site
 - ✓ Easements effecting the use of the property
 - ✓ Existing buildings
 - ✓ Proposed buildings (including exterior decks/balconies), showing dimensions of said buildings and distance from other buildings and property boundaries
 - ✓ Parking areas, spaces and/or driveways
 - ✓ Landscaping
 - ✓ Fencing

CERTIFICATION

I, the undersigned applicant, understand that this application must be complete and accurate and that all the above requirements must be submitted before this application may be brought before the Planning Commission. I further understand that the Planning Commission may ask for additional information. I hereby swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

Applicant Signature

Date

Property Owner’s Signature

Date

FOR OFFICIAL USE:

Application Received _____
Date

By: _____

Application Complete: _____

Notice of Completeness due date: _____
(28-days from receipt of application)

Date mailed: _____

Notice of Incompleteness due date: _____
(14-days from receipt of application)

Date mailed: _____

Distribute for review:

Public Works _____ Fire/Ambulance _____
Date Date

Sheriff's Department _____ DHPC _____
Date Date

Building Department _____
Date

Public Hearing must be scheduled no later: _____
(60-days from receipt of application)

Date of Public Hearing: _____

Notice of Public Hearing published: _____
Date

Approved _____ Approved w/ Conditions _____ Denied _____

Conditions: _____

Date: _____

Date Notice of Decision mailed: _____

CITY OF DAYTON, WASHINGTON
Planning Department
111 S. 1st Street
Dayton, WA 99328

Fee/Receipt No. _____
Date received _____

WAC 197-11-960 Environmental checklist.

ENVIRONMENTAL CHECKLIST

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:
3. Address and phone number of applicant and contact person:

4. Date checklist prepared:
5. Agency requesting checklist:

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other
- b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
 - a. **Air**
 - a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

a. Check or circle types of vegetation found on the site:

- _____ deciduous tree: alder, maple, aspen, other
- _____ evergreen tree: fir, cedar, pine, other
- _____ shrubs
- _____ grass
- _____ pasture
- _____ crop or grain
- _____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- _____ water plants: water lily, eelgrass, milfoil, other
- _____ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

- c. List threatened or endangered species known to be on or near the site.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:
 - birds: hawk, heron, eagle, songbirds, other:
 - mammals: deer, bear, elk, beaver, other:
 - fish: bass, salmon, trout, herring, shellfish, other:

- b. List any threatened or endangered species known to be on or near the site.

- c. Is the site part of a migration route? If so, explain.

- d. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

8. Land and shoreline use

a. What is the current use of the site and adjacent properties?

b. Has the site been used for agriculture? If so, describe.

c. Describe any structures on the site.

- d. Will any structures be demolished? If so, what?

- e. What is the current zoning classification of the site?

- f. What is the current comprehensive plan designation of the site?

- g. If applicable, what is the current shoreline master program designation of the site?

- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

- i. Approximately how many people would reside or work in the completed project?

- j. Approximately how many people would the completed project displace?

- k. Proposed measures to avoid or reduce displacement impacts, if any:

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. **Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

- c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

- b. What views in the immediate vicinity would be altered or obstructed?

- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

- c. What existing off-site sources of light or glare may affect your proposal?

- d. Proposed measures to reduce or control light and glare impacts, if any:

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

- b. Would the proposed project displace any existing recreational uses? If so, describe.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- c. How many parking spaces would the completed project have? How many would the project eliminate?

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

- g. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.