



Conditional Use Permit

A Conditional Use is a Type 2 land use decision subject to the review of the Director of Community Development and granted upon compliance with conditional use permit criteria listed below. The decision of the Director of Community Development is appealable to the Hearing Examiner.

Please provide specific written responses to the following criteria established in Sammamish Municipal Code (SMC) 21A.110.040 in a Criterion Compliance Document:

1. The use is designed in a manner that is compatible with the character and appearance of existing or proposed development in the vicinity of the subject property.
2. The location, size and height of buildings, structures, walls and fences and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties.
3. The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property.
4. Requested modifications to standards are limited to those mitigating impacts in a manner equal to or greater than the standards of SMC Title 21A.
5. The conditional use is not in conflict with the health and safety of the community.
6. 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.
7. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities.

If applying for a conditional use permit for a commercial property, please provide a letter describing your proposed use, number of employees, hours of operation, number of on-site and off-site parking spaces, building area (total square feet) of floor area, impervious surface area (total square feet), and number of vehicular trips to be generated by the proposal.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____
Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType_DocumentType (for example: CUP_ProjectNarrative).

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Boundary, Topographic, and Land Features Survey
- Criterion Compliance Document (see page 1 for requirements)
- Critical Area Affidavit
- Critical Area Study (if applicable)
- [Eastside Fire & Rescue Review Sheet](#)
- Geotechnical Report (if applicable)
- [Historic Resources Affidavit](#)
- King County Health Department Septic Approval (if required)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Neighborhood Meeting Proof of Completion
- Plan Set (3 copies)
- Pre-Application Conference Notes
- Preliminary Technical Information Report (3 copies)
- Project Narrative
- Public Works Standards Deviation (if proposed)
- [SEPA Environmental Checklist](#) (if applicable)
- Signed Application Form
- Title Report (<30 days old)
- [Traffic Concurrency Certificate](#)
- Traffic Impact Analysis Report (Required for any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour; may also be required for unique projects that may not generate 10 AM or PM peak hour trips. Refer to the Public Works Standards for requirements.)

Water & Sewer Certificates or Septic System Approval

Fees

Type 2 Land Use Application Counter Service Intake Fee	\$272
Preliminary Review Deposit	\$7,480
Legal Notice Posting	\$315
Legal Notice Publication/Mailing	\$289
Critical Areas Review (if applicable)	\$952
SEPA Determination (if applicable)	\$680

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

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Date: