



TOWN OF WILKESON

CONDITIONAL USE PERMIT APPLICATION

FOR TOWN USE ONLY	
Date received:	
Fee Paid:	
Receipt#:	
Received by:	

APPLICANT INFORMATION

Name _____

Address: _____

Phone: _____ Fax: _____ Email: _____

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application?

 Applicant's Signature _____ Date _____

Owner's name _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I (We) grant the above applicant permission to use my (our) property in the manner described in this application

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Representative's Name _____

Address: _____

Phone: _____ Fax: _____ Email: _____

We, the above signatories attest under penalty of perjury that the information in this application is true and accurate. We also understand that it is our responsibility to understand and comply with all applicable federal, state and local regulations.



**TOWN OF WILKESON
TOWN PLANNER FINDINGS OF FACT
CONDITIONAL USE PERMIT**

Applicant(s) name: _____

Current zoning Designation _____

Upon review of this application I have found that the proposed use:

- ◆ conforms generally to the objectives of the Comprehensive Plan and the intent of the Town's development regulations

YES NO

- ◆ will not be materially detrimental to the nearby affected properties or their occupants

YES NO

- ◆ meets the overall density coverage, yard, height and all other regulations of the district in which it is located.

YES NO

Additional findings and conclusions to support the decision:

Based on the application related materials and SEPA determinations my recommendation to the Town Planner and Town Council on this condition use permit application is :

APPROVE

DENY

Signature _____

Date _____



**TOWN OF WILKESON
TOWN PLANNER FINDINGS OF FACT
CONDITIONAL USE PERMIT**

Applicant(s) name: _____

Recommendation from Town Planner was: APPROVE DENY

Upon review of this application, the Town Council has found that the proposed use:

◆ conforms generally to the objectives of the Comprehensive Plan and the intent of the Town's development regulations

YES NO

◆ will not be materially detrimental to the nearby affected properties or their occupants

YES NO

◆ meets the overall density coverage, yard, height and all other regulations of the district in which it is located.

YES NO

Additional findings and conclusions to support the decision:

Based on the application, related materials, the Town Planner's recommendation, the Planning Commission's recommendation, SEPA determinations comments made at the hearing by the applicant(s), neighboring property owners, and other interested parties, the decision by the Town Council on this conditional use permit application is:

APPROVE

DENY

APPROVE, WITH THE FOLLOWING CONDITIONS:

Signature _____ Date _____



TOWN OF WILKESON CONDITIONAL USE Application Processing Procedure

Chapter 17.08.030

- 1 Applicant submits an application form together with a SEPA checklist and payment of fees.
- 2 Town Planner reviews the application for completeness and issues a certificate of Completion.
- 3 Town Planner publishes a notice of application and SEPA determination.
- 4 Town Council set a public hearing date, time and place.
- 5 Town Planner prepares public notices for public hearing, posts it in public places and publishes in the newspaper.
- 6 Applicant provides the Town with stamped/addressed envelopes for all properties within 300 feet of the affected property.
- 7 Town Planner prepares public notice signs.
- 8 Applicant picks up the signs and posts them (2) on affected property.
- 9 Town Planner prepares a report to the Town Council that includes findings of fact, conclusions and recommendations.
- 10 Town Planner receives written comments on the application and SEPA determination and prepares a summary report to the Town Council.
- 11 Town Council conducts public hearing.
- 12 Town Council makes a decision and the Mayor signs the decision.
- 13 Town Planner posts a notice of decision and mails it to all parties of record.
- 14 After the appeal period has expired, the Town Planner informs the applicant to proceed with the project.



TOWN OF WILKESON CONDITIONAL USE PERMIT INFORMATION

BACKGROUND

Requirements for obtaining conditional use permits are outlined in Wilkeson's Unified Development ordinance. "Conditional uses" require a special degree of control to make the uses consistent with and compatible to other existing or permitted uses in the same zone. Conditional use permits may be granted by the Town Council if the use is listed as a conditional use in the Unified Development Ordinance. Objection to a conditional use must be based on some particular feature of the project unique to the site, not inherent in the use.

SUBMITTAL CHECKLIST

- Conditional Use Permit Application Form
 - Site Plan showing dimensions of the proposed development and relationship to surrounding roadways and properties
 - SEPA Environmental Checklist, if project is not exempt from SEPA
 - Application fee (see current Fee Schedule)
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APPLICATION PROCESS

You may request a pre-application conference with the Town Planner before submitting a conditional use permit application to discuss requirements and the review process.

Once the materials listed above have been submitted, the Town Planner will review the application materials and make a recommendation to the Town Council

When the Town Council received the Town Planner's recommendation, the Town Council will conduct a Public hearing on the application. You should plan to attend this public hearing.

Following the public hearing, the Town Council will approve with conditions, or deny the conditional use request.

APPEALS

You may appeal decisions of the Town Council to the Pierce County Superior Court.

TOWN OF WILKESON

CONDITIONAL USE PERMIT STRUCTURE

