



# Conditional Use Permit Application Form

**PA-03**  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926  
(509) 962-7239 (Building) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us) (509) 962-7231 (Planning) [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us)

The City of Ellensburg Planning Commission reviews Conditional Use Permits. The Planning Commission is required to hold a Public Hearing for a Conditional Use Permit. Please complete the attached application. City Staff will assist you if needed. A \$346 filing and processing fee is required for Conditional Uses. The application will be routed to different City of Ellensburg departments for review and comment. A "Public Hearing Notice" will be sent to all property owners within 300 feet of the proposed Conditional Use request, and a legal ad will appear in the Daily Record at least 10 days prior to the Planning Commission meeting. The applicant will be notified by mail, of the Planning Commission's Public Hearing date. The applicant, or his/her representative, must attend the Public Hearing, or no determination will be issued. **(The Planning Commission's determination is final.)**

The Planning Division will be unable to accept your Conditional Use Permit Application Form if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:	
Staff Person:	
Date Submitted:	
Fee Total:	
CUP FILE #:	
Associated Permit File #:	

**PROPERTY OWNER:** (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**\*APPLICANT:**  Owner  Contractor  Tenant  Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**CONTACT PERSON:**  Owner  Contractor  Tenant  Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**PROJECT INFORMATION:**

Parcel Number(s) of Site:	
Site Address (if any):	
City Zoning Designation:	

**PROJECT INFORMATION:**

1.	Please describe, in detail, the requested conditional use, attach additional pages if needed:	
2.	What is the present occupancy type i.e. single-family, commercial of the property?	
	Will the Granting of the Conditional Use Permit Change the type of Occupancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the granting of the conditional use permit will change the type of occupancy, please describe what type it will be changed to:	
	What percentage of the subject property will be left open space, free from buildings or structures?	
3.	When do you wish to commence the use for which you are requesting the conditional use?	
4.	How long do you wish to operate the use for which you are requesting the conditional use permit?	
5.	Are there are any restrictive covenants on the property? If so, please attach a copy of said covenants	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT DECISION CRITERIA:**

Ellensburg City Code 15.250.040 states the city may approve or approve with conditions only if the applicant demonstrates the following items found in 15.250.040(C). Please include responses as an attachment to this application.

1. The size of the site is adequate for the proposed use, including all facilities and amenities that are required by this title or desired by the applicant;
2. The proposed use will not be detrimental to the public health, safety, and general welfare of the community and will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties;
3. The topography, soils, and other physical characteristics of the site are appropriate for the use and potential problems due to weak foundations soils can be eliminated or reduced to the extent necessary to avoid hazardous situations;
4. The proposed use will not be injurious to, or adversely affect the uses, property, or improvements adjacent to, or in the vicinity of the site upon which the proposed use is to be located;
5. The proposed use is compatible with adjacent land uses and consistent with the character of the surrounding area;
6. The proposed use will be supported by adequate water, sewer, storm drainage, schools, electrical, police, fire protection facilities and services. The use will not overburden or adversely affect said public facilities and services;
7. The traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity;
8. An adequate site layout is proposed for on-site circulation and transportation activities, considering the potential impacts of the proposed use on traffic flow and control, emergency vehicle movements and safety associated with the suitability of access points, on-site drives, parking, loading and unloading areas, refuse collection and disposal points, sidewalks, bike paths, or other transportation facilities required by this title or desired by the applicant;
9. The proposal will cause no unreasonably adverse effects to wetlands, shorelands, wildlife habitat, and other critical areas;
10. Buffering devices such as fencing, landscaping or topographic characteristics adequately protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects;

11. The granting of the conditional use is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan;
12. The proposed use complies with the appropriate development and performance and all other applicable provisions of the city of Ellensburg development standards; and
13. All conditions necessary to lessen any impacts of the proposed use have been included in the project design or will be required as conditions of approval.

**SITE PLAN REQUIREMENTS:**

Provide A General Site Plan That Shows:

1. The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.
2. The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.
3. Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all City ordinances pertaining to this permit if granted. *[\*NOTE: Conditional Use Permits are issued for the address or site identified in the project information site address space on this application. If the address is changed, an application must be submitted for the new location.]*

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

<b>Signature of Legal Owner:</b> (or Authorized Agent)	<b>Date:</b>
---	--------------