



CUP # \_\_\_\_\_

City of Leavenworth  
DEPARTMENT OF DEVELOPMENT SERVICES

**CONDITIONAL USE PERMIT APPLICATION<sup>1</sup>**

*This application must be filled out legibly, in blue or black ink, either hand printed or typewritten*

**APPLICANT:**

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application. If additional parties, please provide additional names and information as an attachment.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner (If Different than Applicant):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property/Project Information:**

Physical Address or General Location of Property: \_\_\_\_\_

\_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Assessor's Tax Parcel ID Number: \_\_\_\_\_

Subdivision Name(s): \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Site Acreage: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

<sup>1</sup> This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

**REQUIREMENTS**

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.<sup>2</sup>

**FEES<sup>3</sup>:**

- Conditional Use Permit, includes HE and SEPA (due at application submittal).....**\$1,650.00**
- Staff Time.....**\$50.00/hr<sup>4</sup>**

**GENERAL INFORMATION:**

- A pre-application meeting with the City is required prior to submittal of this application. Please contact Development Services Department Staff at 509-548-5275 to discuss this requirement.
- Conditional Use Permits (CUP) are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 18.52, subject to Conditional Uses as identified within the appropriate Zone District Regulations (LMC Chapters 18.20, 18.21, 18.22, 18.23, 18.28, 18.32, 18.40, 18.44, 18.45, 18.46, and 18.47). The Code can be viewed online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com). Applications are reviewed for conformance with the LMC, including but not limited to, Titles 14, 15, 16, 17, 18 and 21 All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth.
- **Include all of the following information and applicable drawings with your application.** Attach additional pages to provide complete information if needed. Electronic submittal of materials may be available at the discretion of the City. Please contact Development Services Department Staff for information:

1. What is the use that you intend to develop on this property: \_\_\_\_\_  
\_\_\_\_\_
2. Total number of employees on site and their working hours, if applicable: \_\_\_\_\_  
\_\_\_\_\_
3. Site or project operating hours, if applicable: \_\_\_\_\_  
\_\_\_\_\_
4. Will there be any exterior indication of the use (for example signs, outdoor equipment storage, special structures etc.)? Please explain: \_\_\_\_\_  
\_\_\_\_\_
5. Proposed number of off-street parking spaces – employee and customer: \_\_\_\_\_  
\_\_\_\_\_
6. Describe land uses which are adjacent to the proposed project:  
North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_
7. What is the water source and means of sewage disposal for the proposed project: \_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup> Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

<sup>3</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

<sup>4</sup> In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

8. Please estimate the amount of traffic which will be generated by the proposed use. Please note that each vehicle traveling to and from the site counts as two trips:

Average Daily Trips (ADT): \_\_\_\_\_(weekdays) \_\_\_\_\_(weekends)

Peak Hourly Trips: \_\_\_\_\_ (per hour, between \_\_\_\_\_am/pm and \_\_\_\_\_am/pm

9. Describe any landscaping, fencing or buffering which will be used to shield the proposed use from adjoining properties:\_\_\_\_\_

10. Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application:

- Completed site plan, drawn to scale, containing the information requested on the Site Plan Checklist
- Certification of Property Ownership (attached)
- Assessor’s Parcel Map – may be combined with:
- Vicinity map showing the project area in relation to the surrounding land uses. Provide a brief description of the general nature of the improvements and land uses within 1,000 feet in all directions of the project site (i.e., residential to the north, commercial to the west)
- Application fee (hourly fees, and any other fees associated with the review and/or issuance of this request will be billed to you in future).
- Development schedule with the approximate dates that construction will be commenced and completed (if any). If the proposed use will be temporary, indicate how long it will be operated on site. \_\_\_\_\_

**Note:** Additional information may be requested by the City as needed for review of this application.

*I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.*

Applicant Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_  
(If more than one applicant, please provide signatures of additional applicants on an attached page)

Property Owner/Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This page intentionally left blank for two-sided printing



This page intentionally left blank for two-sided printing



City of Leavenworth  
Department of Development Services

**SITE PLAN CHECKLIST**

Applicant Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

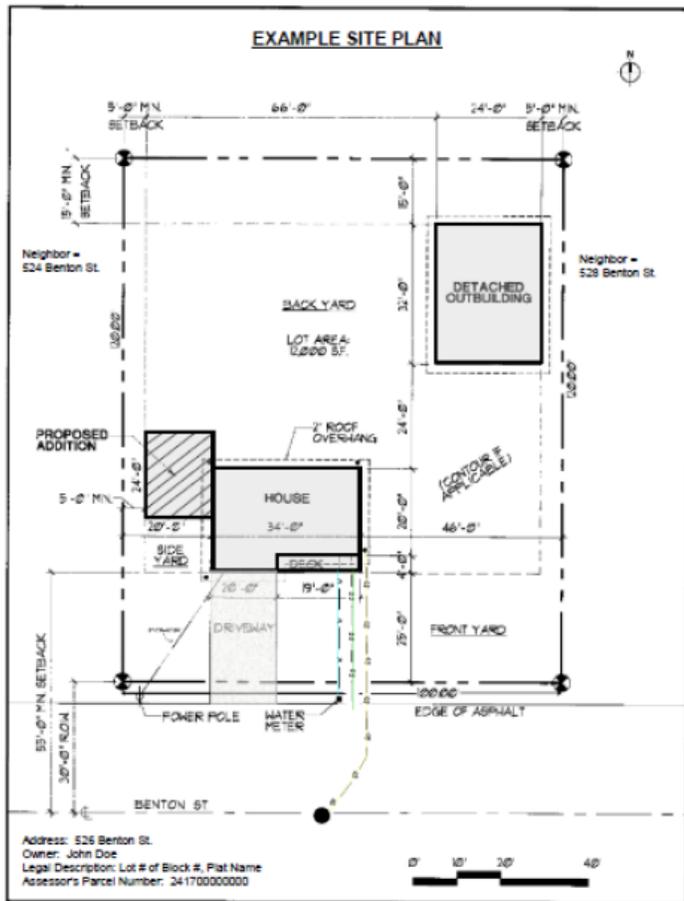
Assessor's Parcel Number: \_\_\_\_\_

Surveyor (if applicable): \_\_\_\_\_ Date Surveyed: \_\_\_\_\_

**All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth. Drawing(s) must be of a scale of at least one inch to twenty feet.**

Use the following checklist to ensure that drawing(s) show **all** of the following:

- Lot dimensions and parcel size in feet;
- Location of **all** structures to be developed and retained on the site and their setbacks from all property lines, access easements, and/or public right of way. This includes accessory structures like sheds and carports, regardless of size;
- The location and width of all existing and proposed roads, right-of-ways, driveways, access easements and parking areas (identify parking stalls and dimensions), including edge of existing roads or sidewalks adjacent to the property. Please note that in many cases property lines are NOT at the edge of pavement on City streets;
- The location of all existing and proposed utility infrastructure and easements (ie water, sewer, storm water, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc). Please be aware that the City requires utilities to be undergrounded and the PUD most often requires above-ground vaults, if needed, to be located on private property;
- The location of the one hundred year flood-plain and floodway, and the location of all water courses and the ordinary high water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc), if applicable;
- Address of project site, property owner's name, complete legal description and tax parcel number;
- The locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- Topographic features (steep slopes, non-buildable areas, existing and finished grades, etc.);
- The location of exterior lights, including their area of illumination;
- The location of snow storage areas;
- Directional arrow indicating North



**STAFF USE ONLY**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

SEPA required:  Yes  No

Level of review necessary to process this application:  
 Quasi-Judicial (Hearing Examiner)

**APPLICATION REVIEW (TITLE 21.09)**

Date of Pre-Application Meeting: \_\_\_\_\_

Application Submittal Date: \_\_\_\_\_

28 Days from application date (NOI or NOC due): \_\_\_\_\_

NOI (Incomplete) Issued: \_\_\_\_\_

Date Application Re-Submitted: \_\_\_\_\_

14 Days from re-submittal (new NOI or NOC due): \_\_\_\_\_

NOC (Complete) Issued (application vested): \_\_\_\_\_

14 Days from NOC (NOA due and comment period begins): \_\_\_\_\_

120 Days from NOC (NOD due excluding periods waiting for info): \_\_\_\_\_

Date of TRC Meeting (Within 14 days of NOC): \_\_\_\_\_

Attendees: \_\_\_\_\_

NOA (Application) Issued: \_\_\_\_\_

Comment period begins:  City Hall posted  Property posted  350' properties noticed  Agencies noticed

Comment Period End Date: \_\_\_\_\_

Comments received from:  Public  Agencies

Date of Notice of Public Hearing: \_\_\_\_\_

Noticed (10 days prior to hearing) to:  City Hall posted  Property posted  350' properties noticed  Published in Paper

Date Staff Report Issued: \_\_\_\_\_

Issued (7 days prior to hearing) to:  Applicant  Hearing Examiner  Parties who have requested it

Date of Public Hearing: \_\_\_\_\_

Date of Examiner's Decision (within 10 days of hearing): \_\_\_\_\_

NOD (Decision) Issued: \_\_\_\_\_

**BILLING/FEES:**

Base Fee

Cash / Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Staff Hourly Fee

Hours Billed: \_\_\_\_\_ Amount Billed \_\_\_\_\_

Cash / Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_