



City of Leavenworth
 700 Highway 2 / Post Office Box 287
 Leavenworth, Washington 98826
 (509) 548-5275 / Fax: (509) 548-6429
 Web: www.cityofleavenworth.com

Conditional Use Application

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____
 Application Date: _____ Project Description: _____

Applicant/Owner *(the owner or person authorized by the owner to make application and sign)*

Last Name: _____ First Name: _____
 Business Name: *(if applicable)* _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Property Owner *(if different from the applicant)*

Last Name: _____ First Name: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Type of Application *(check all that apply)*

Commercial Residential
 New Amendment Other: _____

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. Applications are reviewed for conformance with the LMC, including but not limited to, Titles 14, 15, 16, 17, 18 and 21.

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.

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.

Site plan(s) are required to be submitted consistent with the Site Plan Checklist. All drawing(s) must be on paper capable of being folded for storage in an 8 ½" x 14" file, and become the property of the City of Leavenworth.

Narrative addressing any code requirements and the following:

1. What is the use that you intend to develop on this property?
2. What are the total number of employees on site and their working hours, if applicable?
3. What are the project operating hours, if applicable?
4. Will there be any exterior indication of the use (for example signs, outdoor equipment storage, special structures etc.)?

5. What are the proposed number of off-street parking spaces – employee and customer?
6. Describe land uses which are adjacent to the proposed project, north, south, east and west?
7. 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. Provide the Average Daily Trips (ADT): (weekdays) (weekends) and Peak Hourly Trips. The City may require a Traffic Impact Analysis and/or Parking Analysis.
8. Describe any landscaping, fencing or buffering which will be used to shield the proposed use from adjoining properties.

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.

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).

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

Acknowledgements

All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of the permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use.

Fees are based on the current City of Leavenworth adopted Fee Schedule. Review fees are required at the time of application with additional fees, based on staff and consultant review time, are due prior to scheduling a Hearing or issuance of the permit.

I acknowledge that acceptance of this application does not authorize any activity requested in this application.

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.

By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner.

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____