



CONDITIONAL USE PERMIT APPLICATION

Town of Coupeville
4 NE Seventh Street
Coupeville, WA 98239

Phone 360.678-4461
<http://www.townofcoupeville.org>

RESIDENTIAL ZONE FEE	\$700
NON-RESIDENTIAL ZONE FEE:	\$1,500

SEPA REVIEW:	\$600 (except EIS)
OTHER:	

Professional peer-review: *Consultants with specialized expertise in scientific fields, e.g. biology or engineering, may be engaged by the Town to perform peer review of land use and development application at the determination of the Town Planner or Town Engineer. Costs for such review shall be paid by the applicant in addition to the review and processing fees identified in the fee schedule. The Town may, at its discretion, require a deposit based on a cost estimate of the cost of services prior to a determination that a land use application is complete. Any unexpended portion of the deposit shall be returned to the applicant following withdrawal of the application or following issuance of a decision on the application and receipt of all associated consultant invoices.*

OWNER _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

APPLICANT (CONTACT) _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

AGENCY _____ PHONE _____

ADDRESS _____

ASSESSOR'S PARCEL NUMBER(s) _____

PROPERTY ADDRESS: _____ ZONING _____

LEGAL DESCRIPTION (attach separate sheet if desired): _____

AUTHORIZATION: I am the owner of the property and authorize submittal of this application. I grant permission for Town staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property that are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

OWNER'S SIGNATURE AND PRINTED NAME _____ DATE _____

Town file number: _____	Received: _____
Fee: _____ Date paid: _____	Receipt #: _____
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SUBMITTAL CHECKLIST

Applicant check Staff check

- Detailed description of the proposal, including timing.

- Narrative statement describing how the proposal complies with the required findings in CTC 16.14.030C and D (Section D is only required if facilities are Public/Quasi-Public)

- SEPA Checklist

- Legal description of property
 - 1 copies of a scaled site plan drawn at 1"= 20' or 1"=40', which shall include:
 - North arrow, scale, and date of preparation
 - All structures, property lines, lots of record, setbacks, streets, and easements on the site
 - Any structures to be demolished.
 - Land uses on properties abutting the site
 - Regulated critical areas and required buffers

- Two sets of mailing address label sheets containing the tax parcel numbers, names and mailing addresses of property owners within a 300-foot radius of the site together with an Island County Assessor's quarter section map(s) showing these parcels and an affidavit attesting to the date, origin, and completeness of the data.

- If present, critical area information required in Chapter 16.34 CTC shall be provided in the submittal.

- Landscape plans, if applicable

- Compact disc with a PDF of each plan sheet

- Ebey's Landing National Historic Reserve design review application (if applicable)

Note: Additional information may be required to process your application, depending on the nature of the conditional use proposed.

Chapter 16.14.030 – Conditional Use Permits (excerpt)

- C. Required Findings. Precedent to the granting of any conditional use permit, the town council must find in writing that:
1. The proposed use, at the proposed location, is consistent with the purposes of the development regulations and zone district in which it is to be located, and that the proposed use will meet all the applicable requirements of the development regulations.
 2. The proposed use, at the proposed location, will not be significantly detrimental to the public health, safety and welfare, will not substantially harm or diminish the value of nearby property or improvements, and will not materially disturb the owners of nearby properties in the reasonable use of these properties. The town council may waive this finding in cases where the proposed use is considered to be a public necessity.
 3. The proposed use will generally be in harmony with the comprehensive plan.
- D. Additional Findings Required for Public/Quasi-Public Facilities. In all districts, public/quasi-public facilities may be permitted as conditional uses under the procedure specified in this section. For these facilities, the town council must make the following additional findings:
1. That the proposed location of the public/quasi-public facility and the size and the characteristics of the site will maximize its benefit to the public;
 2. That the proposed location of the public/quasi-public facility and the plan for entrances and exits will not create traffic hazards on public streets;
 3. That the proposed public/quasi-public facility will not occupy land which would be substantially more beneficial to the community if put to a different use.