



CONDITIONAL USE PERMIT

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____

Received By: _____ Related Cases: _____ Project Planner: _____

Project Name: _____

Project Address: _____

Applicant: _____

Summary of Request (describe proposed use): _____

A **Conditional Use Permit Supplement** shall include the following:

Required Attachments to be submitted electronically and two hard copies:

1. General Land Use Application. **Refer to the General Land Use Application for Submittal requirements.**
2. Narrative description of the proposed land use.
3. Narrative statement describing how the proposal is consistent with the Chapter 18.48 (Conditional Uses) of the Olympia Municipal Code.
4. Vicinity map.
5. Certified list of property owners within 300 feet of project site prepared by a title company. Submit the list on a flash drive or memory stick in Excel worksheet format.
6. Site plan drawn to a scale of not less than one inch (1") for each two hundred feet (200'), including:
 - The location of all existing and proposed structures, including buildings, fences, culverts, bridges, roads, streets, and signs.
 - The boundaries of the property proposed to be developed.
 - All proposed and existing buildings and setback lines sufficiently accurate to ensure compliance with setback requirements. For mobile home parks, show location and size of all mobile home pads with dimensions of each yard.
 - All areas to be preserved as buffers or to be dedicated to a public, private, or community use or for open space.
 - All required landscaping including all soil and vegetation protection areas.
 - All existing and proposed easements.

- The location of all existing and proposed utility structures and lines (e.g., water, sanitary sewer, stormwater, solid waste, electrical, lighting, fire hydrants).
- Existing and proposed stormwater drainage systems, including conveyances, treatment, flow control, and onsite stormwater management features.
- All means of vehicular and pedestrian access to and from the site and the size and location of driveways, streets, roads, and sidewalks with typical cross sections.
- The location and design of off-street parking and bulk storage areas, showing their size and locations of internal circulation and parking spaces.
- Where applicable, the location of all truck loading spaces, including loading platforms and loading docks
- Location of any proposed critical area buffers and their features.
- Topographic map showing contours at sufficient intervals to indicate topography of the entire tract at least twenty-five feet (25') beyond the boundaries of the proposed project at two foot (2') contours if less than five per cent (5%) slope and five foot (5') contours if more than five percent (5%).

7. Environmental Checklist (if not exempt).
8. Soil and Vegetation Plan (if not exempt) meeting the requirements of OMC 16.60.
9. Additional information with respect to the following proposed uses (as applicable); you may use attachments.

Churches

Distance to nearest school and/or park: _____

Name of school and/or park: _____

Date the church became legal owner of the property: _____

Distance to nearest arterial street: _____

Name of the arterial street: _____

(Arterial information may be obtained from City planning staff.)

Group Home

Maximum number of residents (exclusive of staff): _____

Is there any other group home within ½ mile? Yes No

If yes, name and location of other group homes: _____

Commercial Uses

Total gross square footage of commercial buildings: _____

Description of each commercial use: _____

Total square footage in paved/covered surface: _____

Will this proposal generate noise? Yes No

If yes, please describe: _____

Is a sign proposed? Yes No

If yes, what size? _____

Hours of operation (days of week and hours of day): _____

Total square footage/acreage of the site: _____

Number of dwelling units:

Proposed: _____ Existing: _____

Resuming a Discontinued Use

What was the previous use of the structure (or land)? _____

When was this discontinued use abandoned? _____

Was this discontinuance or abandonment caused by a condition over which the owner and operator had no control? (please explain)

Why is it not possible to change the use of the premises to a permitted use?

What provisions have been made to safeguard the adjoining properties against any detrimental effects that might result from reestablishing the proposed use?

Day Care Centers and Nursery Schools

Maximum number of students: _____

Estimated maximum expected vehicular trips per day: _____

How are these vehicular trips distributed by type and time of day? _____

Community Club, Private Club, or Fraternal Organization; Nursing or Convalescent Home; Public Utilities; Radio and Television Transmitting and Receiving Towers; Riding Stables or Riding Academies; and Veterinary Clinics or Hospitals

What provisions have been made to make the development compatible with the appearance and character of the surrounding neighborhood?

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development?

For Public Utilities and Radio and Television Transmitting and Receiving Towers **ONLY** – submit information that shows a need or demand for the facility in the proposed location.

Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016
Date