

Conditional Use Permit Submittal Requirements



- ☐ A pre-application meeting is required. Date meeting was held _____
- ☐ Land Use Application form, signed by property owner
- ☐ Site plan, if applicable (see Site Plan Review checklist)
- ☐ Landscape plan (1 full-size, 1 reduction to 11x17 or smaller)
- ☐ Fee (currently \$1,000)
- ☐ SEPA Environmental Checklist and fee (currently \$250)
- ☐ Traffic memo if more than 100 trips per day or more than 10 peak hour trips
- ☐ Written statement of how the proposal meets the requirements of MLMC 18.51.010:
 - ☐ The use furthers the intent of the zone and conforms to the Comprehensive Plan
 - ☐ The use will not create undesirable traffic congestion or parking problems
 - ☐ The use will not be detrimental to surrounding properties or their uses because of appearances, noise, use, or other undesirable features
 - ☐ The use will meet all standards and regulations for the zone
 - ☐ The use will not create undesirable environmental problems

Other items to note:

1. A conditional use permit may trigger the requirement to plat and/or bring the abutting streets and utilities up to Community Standards.
2. Any wetlands, shorelines, and/or habitat issues may require additional permits.
3. Landscaping will be required. This may include street frontage, parking lot, site perimeter, and/or building facade.
4. Off-street parking will be required.
5. Verify with the Building Division any issues that may prevent a building permit from being issued for the proposal.