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CONDITIONAL USE PERMIT GUIDELINES (For complete details see IMC 15.48)

Background

Requirements for obtaining conditional use permits are outlined in Ilwaco Municipal Code Chapter 15.48. Conditional uses may be appropriate in the district in which they are allowed, but because of their size, creation of traffic and parking issues or other adverse characteristics, they may impact the safety, welfare, comfort and convenience of the public unless conditions are imposed. Conditional uses may be appropriate if conditions can be applied to make them fit a particular location. Objection to a conditional use must be based on some particular feature of the project unique to the site, not inherent in the use.

Application Process

1. Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
2. If an applicant requests **consolidated permit processing**, a pre-application conference is required.
3. Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards items to **city planner**.
4. City planner makes **Determination of Completeness** within 28 days. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete.
5. Within 14 days, City Planner publishes the **Notice of Application** in the *Chinook Observer* and sends out the notice to other known agencies with jurisdiction and the neighboring properties within 300 feet. The public comment period must be not less than 14 days nor more than 30 days following the notice.
6. City clerk/treasurer publishes a **city council Public Hearing Notice** in the newspaper at least 15 days before the hearing and mails notice to neighbors within 300'.
7. City planner prepares a **report summarizing findings, conclusions and recommendations** and forwards report to the planning commission.
8. **Planning commission** makes a recommendation on the conditional use permit to the city council.
9. City council holds **public hearing** and receives testimony or comments by the public relevant to the matter.
10. City council **approves, approves with conditions or denies** the application.
11. City council **reports decision** within 120 days (*see 15.08.120 & 130*). The report will serve as the permit.
12. City planner forwards report of decision to the **building inspector**.
13. Conditional use, if not exercised, will expire one year after the decision of the city council.
14. If conditional use ceases for one year or more, applicant must reapply.
15. Decisions of the city council may be appealed to the Pacific County Superior Court.
16. For additional criteria for **home occupations, bed and breakfast establishments and siting essential public facilities**, *see IMC 15.48.120-150*.

Application Packet

1. Master Planning Permit Application Form.
2. Site plan with information as specified on the Permit Submittal Checklist (*see reverse side of this page*).
3. SEPA Environmental Checklist, if project is not exempt from SEPA (*see 15.50.010C*).
4. Application Fees (*see Ilwaco Fee Schedule*).

CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

- Master Planning Permit Application Form**
- Vicinity Map**
 - Owner's name and mailing address.
 - Contact person's name, mailing address and phone number.
 - North arrow, scale and date.
 - Proposed name of project.
 - Subject property identified and other landmarks within ¼ mile.
- Site Plan**

Existing conditions:

 - Topography at two-foot contour intervals, or other intervals if not available from a public source.
 - Water courses.
 - FEMA floodplain and floodway.
 - Designated shorelines.
 - Wetland boundaries.
 - Configuration, dimensions and areas of all parcels.
 - Location, dimensions and use of all buildings on site.
 - Location, dimensions and use of all easements.
 - Name, location and width of all adjacent rights-of-way.
 - Location of existing on-site driveways, those across the street and on adjacent properties.
 - Location of fire hydrant nearest the subject property.

Proposed improvements:

 - Configuration and dimensions of project boundaries, including open space, drainage tracts and easements.
 - Location (distance to property line) dimensions, floor area and proposed use of all existing buildings to remain and the same information for all proposed buildings.
 - Location and width of all driveways.
- Location and width of all proposed rights-of-way.
- Location of pedestrian and transit facilities.
- Location and design of all off-street parking and loading areas.
- Location of landscaped areas showing the variety and size of plants and method of maintenance.
- Location, size and height of all signs.
- Narrative**
 - How the proposed use in the proposed location will not be detrimental to other uses legal existing or permitted outright in the zoning district.
 - How the size of the site is adequate for the use.
 - How traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.
 - How the other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.
 - How adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
 - How the other uses in the vicinity of the subject property are such as to permit the proposed use to function effectively.
 - How the proposed use complies with the performance standards, parking requirements and other applicable provisions of Municipal Code Title 15.
- SEPA Environmental Checklist, if project is not exempt from SEPA (see 15.50-010C).**
- Application fees (see Ilwaco Fee Schedule)**