

# CONDITIONAL USE APPLICATION PACKET

## TYPE II-PC REVIEW PROCESS



**COMMUNITY DEVELOPMENT SERVICES  
435 MARTIN STREET, SUITE 3000  
BLAINE, WASHINGTON 98230**

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- ⇒ CUP Application Form



# INFORMATION BULLETIN No. 17

City of Blaine

Updated  
March 2009

## CONDITIONAL USE PERMIT

### WHAT IS A CONDITIONAL USE PERMIT?

A conditional use permit is a special authorization to use an area of land, a building, or a part of a building for an activity that is not usually allowed in that location. It is granted after a review conducted by the Planning Commission during a public hearing. A conditional use permit may be granted for an unlimited period of time, or it may be granted for a specifically limited period of time.

### A CONDITIONAL USE PERMIT CAN BE USED TO:

Allow a use that is otherwise not a permitted use in a certain zoning district.

These uses are either specifically listed as "conditional" in the zoning text for the district, or

They are determined to be clearly similar in character and impact to those uses that are permitted or conditionally permitted in the zoning district.

### A CONDITIONAL USE PERMIT CANNOT BE USED TO:

Permit a use that is clearly not compatible with the permitted and conditionally permitted uses in the zoning district, or

Change the general rules that apply to all uses in a zoning district, such as the maximum building height or minimum lot size.

### HOW IS THE APPLICATION PROCESSED?

The application is processed as Type II-PC application. Refer to the Informational Bulletin

#### **What is a "zoning district?"**

*A zoning district is an area of the city that is regulated by a certain set of rules, standards, and guidelines. Zoning districts cover all areas of the city. Zoning district boundaries can be changed by amending the Official Zoning Map. The specific rules that apply to a zoning district can be changed by amending the zoning text.*

### HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. You must complete and submit a **Conditional Use Permit Application** and a **Land Use Master Invoice**.
3. Unless the use is proposed in a pre-existing building, a **Site Plan Review Application** is also required
4. For new construction, a **SEPA Checklist** is usually required
5. You must pay the applicable fees

### Applications are submitted by appointment.

describing that process. **See IB #8.**

### DOES THE PERMIT HAVE TIME LIMITS?

Once the use is established the permit generally does not expire, except that a conditional use permit may be conditioned to expire after a certain number of years.

The initial approval of a conditional use permit shall be valid for a period of 1 year after approval, during which time a fully complete application for a building permit must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved. In short, a person must take proactive steps to initiate the use within one year of the approval lapses. (See Blaine Municipal Code, Section 17.64.040 for more details)

### MORE QUESTIONS?

For further information, please call the Community Development Services Department at the City of Blaine (360) 332-8311.

**(See Reverse)**

## **APPROVAL CRITERIA**

In order to approve a Conditional Use Permit the Planning Commission must make findings that confirm that the proposed use:

Will be harmonious and in accordance with the general and specific objectives of the City of Blaine Comprehensive Plan and Zoning Regulations.

Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.

Will not be hazardous or disturbing to existing or future neighboring uses.

Will be serviced adequately by essential public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.

Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community.

Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reasons of excessive production of traffic, noise, smoke, fumes, glare or odors.

Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public streets.

Will not result in the destruction, loss or damage of any natural, scenic or historic feature of major importance.

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CDS staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.



**CITY OF BLAINE**  
**COMMUNITY DEVELOPMENT SERVICES**  
 435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230  
 PHONE: (360) 332-8311 • FAX: (360) 543-9978  
 www.cityofblaine.com

# LAND USE MASTER INVOICE

<b>Total Fees</b>  \$ _____
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<b>FOR OFFICIAL USE ONLY</b>
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I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question. I attest that the information provided on this and supplemental application forms and materials is true and accurate. I also agree to provide access and right of entry to City of Blaine employees, representatives or agents for the sole purpose of application review and any required later inspections. This right of entry shall expire when the City (through the Director or designee) concludes the application has complied with all applicable laws and regulations. Access and right of entry to the applicant's property shall be requested and shall occur only during regular business hours.

<b>PROJECT NAME:</b>		
<b>Site Address or Location:</b>		
<b>Contact Person:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Mailing Address for Contact Person:</b>		
<b>Property Owner Name:</b>	<b>Property Owners Signature</b>	

**PLEASE CHECK ALL THAT APPLY**

*Supplemental applications or questionnaires are required for certain permits*

Site Plan Review - \$250                      Hot Key - 219 Boundary Line Adjustment - \$250                      Hot Key - 243 Short Plat - \$500                      Hot Key - 243 Specific Binding Site Plan - \$500                      Hot Key - 243 Land Disturbance - Minor - \$200                      Hot Key - 243 Land Disturbance - Major - \$400                      Hot Key - 243	Shorelines Exemption - \$50                      Hot Key - 035  SEPA Review - \$350                      Hot Key - 048 Critical Areas Review (Major)- \$250                      Hot Key - 048 Commercial (Downtown) Design Review \$200 + \$75/hour                      Hot Key - 022
Building or Plat Variance - \$250                      Hot Key - 035 Conditional Use Permit - \$300                      Hot Key - 035 Shorelines Substantial Development < \$50K - \$250                      Hot Key - 035 Shorelines Substantial Development ≤ \$250K - \$500                      Hot Key - 035	Shorelines Substantial Development > \$250K \$800                      Hot Key - 035  Shorelines Conditional Use - \$500                      Hot Key - 035  Shorelines Variance - \$500                      Hot Key - 035
Planned Unit Development - \$750 + \$100/lot                      Hot Key - 243 Zoning Map Amendment -Variable \$ _____                      Hot Key - 243 Annexations - \$1,500                      Hot Key - 243 Preliminary Long Subdivision \$1,500 + \$100/lot                      Hot Key - 243	Land Use & Development Code Amendment - \$300                      Hot Key - 243 Comprehensive Plan Amendment Variable \$ _____                      Hot Key - 048 General Binding Site Plan - \$1,500 + \$100/acre for every acre over 3                      Hot Key - 243 Final Long Subdivision - \$500 + \$100/lot                      Hot Key - 243

**DESCRIPTION OF PROPOSED PROJECT:** (Add description on supplemental sheets, as necessary)



# CITY OF BLAINE

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# Conditional Use Permit Application

BMC 17.92

<b>FOR OFFICE USE ONLY</b>	
Application #	
_____	STAMP IN DATE

Project Name:
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*Applications must be submitted to Community Development Services. Applications that are incomplete (i.e., that do not include all of the information required below) will be returned to the applicant.*

### APPLICATION REQUIREMENTS

A completed **Land Use Master Invoice**. Representative authorization is required if application is not signed by owner.

Please prepare and label as **"EXHIBIT A,"** a narrative statement describing how the proposal is consistent with the following criteria:

1. Will be harmonious and in accordance with the general and specific objectives of the City of Blaine Comprehensive Plan and zoning regulations.
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.
3. Will not be hazardous or disturbing to existing or future neighboring uses.
4. Will be serviced adequately by essential public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community.
6. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reasons of excessive production of traffic, noise, smoke, fumes, glare or odors.
7. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public streets.
8. Will not result in the destruction, loss or damage of any natural, scenic or historic feature of major importance.

A Conditional Use Permit application fee as set forth in the City of Blaine Unified Fee Schedule.

*The applicant hereby certifies that the statements contained in this application are true and provide an accurate representation of the proposed amendment.*

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE