

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG A, PULLMAN, WA 99163**

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**INFORMATION REQUIRED WHEN APPLYING FOR A CONDITIONAL USE PERMIT**  
**PULLMAN CITY CODE CHAPTER 17.125**

**APPLICATION**

A complete application must be filed with the Planning Division in sufficient time to allow for staff to review the application and give public notification of the hearing before the Hearing Examiner. An application will not be accepted until complete, as determined by the Planning Division. A complete application must include:

1. Application Form (attached).
2. Findings of Fact (see attached for explanation).
3. Environmental Checklist (EC). The EC will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) may be required. The EC may not be required in all instances; the applicant is advised to consult with the Planning Division as to whether an EC is required for the proposal.
4. Plot Plan. A scaled drawing is required that shows the proposed layout of site development, including the following:
  - a. dimensions and orientation of the property;
  - b. location and dimensions, including heights, of buildings and structures, both existing and proposed;
  - c. location and layout of off-street parking and loading facilities and pedestrian access separate from vehicular driveways;
  - d. location of points of entry and exit for motor vehicles, and the internal circulation pattern;
  - e. location of walls and fences with an indication of their height and construction material.
5. Legal Description. The applicant shall provide a complete legal description that adequately describes the property for which the conditional use permit is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.

All plans and maps required as part of this application shall be prepared in a reproducible format on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

**FEES**

1. Conditional Use Application Fee.....\$ 250.00
2. Environmental Checklist Review Fee: .....\$ 150.00

**ASSISTANCE**

The Planning Division is available for assistance by phoning 509-338-3220.

RECEIPT NO.: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

**CITY OF PULLMAN**  
***CONDITIONAL USE PERMIT APPLICATION***

**APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**PROPERTY LOCATION** (general or common address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_

**PROPOSED CONDITIONAL USE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_ Initial here if you will accept email correspondence in lieu of hardcopy mail.

**This Conditional Use Permit Application is being submitted with my consent.**

\_\_\_\_\_  
Property Owner Signature

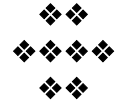
\_\_\_\_\_  
Date

## APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a decision regarding a request for a Conditional Use Permit, the Pullman Hearing Examiner must adopt "Findings of Fact." These Findings of Fact are factual statements which the Hearing Examiner relies upon in reaching any conclusions and decisions. The burden of proving that a conditional use permit should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Hearing Examiner to conclude affirmatively that **all** of the following criteria can be met.



### ANSWERS SHOULD BE PREPARED ON SEPARATE PAPER AND ENTITLED, "APPLICANT'S PROPOSED FINDINGS OF FACT".



1. That the proposed use is consistent with the Comprehensive Plan.
2. That the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located.
3. That the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit.
4. That the use, as approved or conditionally approved, will:
  - a. be located on a site that is adequate in size and shape;
  - b. be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
  - c. not have a significant adverse environmental impact on the adjacent area or the community in general;
  - d. be compatible with surrounding land uses;
  - e. be provided with adequate parking; and,
  - f. be served by adequate public utilities and facilities.

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**PERMIT CONDITIONS.** Approval of a conditional use permit application may be conditioned so that the required findings can be made. Permit conditions may include requirements which:

1. increase the required lot size or yard dimensions;
2. increase street widths;
3. control the location and number of access points to the property;
4. increase the number of off-street parking or loading spaces required;
5. limit the number of signs;
6. limit the coverage or height of buildings because of obstructions to view and reduction of light and air to adjacent property;
7. limit or prohibit openings in sides of buildings or structures to expand requirements for screening or landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area;
8. establish requirements under which any future enlargement or alteration of the use shall be reviewed by the City and new conditions imposed; and,
9. establish regulations for the use of the property as necessary to protect nearby property or improvements from detrimental effects of the proposed use, such as limiting the hours of operation or number of employees.

## **CONDITIONAL USE PERMIT WORKFLOW/TIMING**

1. Application filed with Planning Division.
2. Application reviewed for completeness by Planning Division.
3. Legal description checked by Engineering Division.
4. Application accepted as complete by Planning Division.
5. Environmental Checklist reviewed by Responsible Official and determination of environmental impact made.
6. Date set for Hearing Examiner public hearing (must be within 90 days of date application accepted as complete).
7. Notice of Public Hearing filed by Planning Division with official newspaper of the city (Notice must appear at least 10 days prior to the hearing).
8. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (Notice must be distributed at least 10 days prior to the hearing).
9. Staff report prepared by Planning Division and mailed to applicant and Hearing Examiner, and made available for public review prior to the public hearing.
10. Public hearing conducted by Hearing Examiner.
11. Applicant notified in writing of Hearing Examiner's recommendation.
12. SEPA Notice of Action filed by Planning Division.