

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

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***INFORMATION REQUIRED WHEN APPLYING FOR A SPECIAL USE PERMIT  
FOR HISTORIC STRUCTURES***

APPLICATION

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

1. Application Form (attached)
2. Findings of Fact (see attached pages)
3. Environmental Checklist (EC). The EC, if needed, 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.
4. Adjacent Property Owners List. The applicant shall provide a list of the names and mailing addresses, as shown on the records of the County Assessor, of the owners of property and the street addresses of the property within 300 feet of the boundaries of the property for which the special use permit is requested.
5. Plot Plan. A scaled drawing prepared in a reproducible format on a sheet with minimum dimensions of 8½” x 11” and maximum dimensions of 24” x 36” 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 existing and proposed structures;
  - c) Location and layout of parking and loading areas, access points, pedestrian walkways, and landscaping.
6. Financial Documentation. The applicant shall provide documentation showing that the proposed use will be reasonably able to financially support the property in a manner that will preserve the historic integrity of the structure.
7. Proof of Registration. The applicant shall furnish proof that the structure is registered, or application has been made for registration, on a federal, state, or local registry of historic places.
8. Legal Description. A complete legal description that adequately describes the property for which the special use permit is requested, which will be checked and verified by the City Engineer. Inadequate legal descriptions will be returned for correction.
9. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property on which the special use is to be located. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.

FEES

- |    |                                     |          |
|----|-------------------------------------|----------|
| 1. | Special Use Permit Application Fee: | \$200.00 |
| 2. | Environmental Checklist Review Fee: | \$150.00 |

ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509) 338-3220.

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

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

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

CITY OF PULLMAN  
***SPECIAL USE PERMIT FOR HISTORIC STRUCTURES 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 SPECIAL 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

This Special Use Permit for Historic Structures 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 Special Use Permit for Historic Structures, the Pullman Board of Adjustment must adopt “findings of fact.” These findings of fact are factual statements which the Board relies upon in reaching its conclusions and decisions. The burden of proving that a special 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 Board to conclude affirmatively that all of the following criteria can be met.

- (1) That the structure is listed on a federal, state, or city registry of historic places;
- (2) That the proposed use is reasonably necessary to preserve the historic integrity of the structure, considering its existing use and other uses allowed in the zone district in which it is located;
- (3) That none of the uses designated for the underlying zone district as set forth in Use Chart 17.70.030 are likely to locate in the structure in a manner that would result in the preservation of the structure in a manner that would maintain its historic integrity;
- (4) That the proposed use will be a “practical economic use” (i.e., a use which will be reasonably capable of supporting and maintaining the property in a manner that preserves its historic integrity);
- (5) That the proposed use as approved or as approved with special exceptions will:
  - (a) be located on a site that is adequate in size and shape;
  - (b) be located on a site that has access to streets and highways that are adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
  - (c) not have significant adverse environmental impact resulting in excessive noise, light and glare, or soil erosion on adjacent properties as determined by the responsible official;
  - (d) be provided with parking availability that is adequate for the proposed use and which will not significantly adversely affect or interfere with the character or use of neighboring properties or the surrounding area;
  - (e) be served by adequate public utilities and facilities;
- (6) That the owner of the property, in exchange for the benefits afforded by the special use permit, will enter into an agreement with the City containing at least the following elements: (a) mutually agreeable maintenance standards; (b) assurances that the property will retain those characteristics that make it architecturally and historically significant; and (c) provisions for the agreement to run with the land. The agreement will be recorded by the City at the permittee’s expense with the Whitman County Auditor.

ANSWERS SHOULD BE PREPARED ON SEPARATE PAPER AND ENTITLED  
“APPLICANT’S PROPOSED FINDINGS OF FACT”

SPECIAL EXCEPTIONS. In order to satisfy the criteria established in the above-cited findings of fact, the following exceptions may be granted by the Board of Adjustment for special use permits:

- (1) increase or decrease the required lot size or yard dimensions;
- (2) increase or decrease street widths;
- (3) control the location and number of access points to the property;
- (4) increase or decrease the number and location of off-street parking and loading spaces required;
- (5) limit or increase the number, type, and allowable square footage of signs;
- (6) limit the coverage or height of buildings because of obstructions to view and reduction of light or air to adjacent property;
- (7) limit or prohibit openings in sides of buildings or structures or 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 improvement from detrimental effects of the proposed use, such as limiting the hours of operation or number of employees.

CHECKLIST

***SPECIAL USE PERMIT FOR HISTORIC STRUCTURES***

- \_\_\_\_\_ 1. Application filed with the Planning Department.
- \_\_\_\_\_ 2. Application reviewed for completeness by the Planning Department.
- \_\_\_\_\_ 3. Legal description checked by the City Engineer.
- \_\_\_\_\_ 4. Environmental Checklist reviewed by responsible official and determination of environmental impact made.
- \_\_\_\_\_ 5. Application accepted as complete by the Planning Department.
- \_\_\_\_\_ 6. Date set for Board of Adjustment public hearing (meets third Monday of the month – date must be within 90 days of date of filing).
- \_\_\_\_\_ 7. Notice of public hearing filed by the Planning Department with official newspaper of the City (notice must appear at least ten 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 ten days prior to the hearing)
- \_\_\_\_\_ 9. Staff report prepared by the Planning Department and mailed to applicant and Board of Adjustment, and made available for public review prior to the public hearing.
- \_\_\_\_\_ 10. Public hearing conducted by Board of Adjustment; Board makes decision on application.
- \_\_\_\_\_ 11. Applicant notified in writing of Board of Adjustment’s decision.
- \_\_\_\_\_ 12. Following Board of Adjustment decision, 21-day appeal period ensues.