

# CONDITIONAL USE PERMIT APPLICATION

## ABOUT CONDITIONAL USE PERMITS

A Conditional Use Permit allows for a certain use on a property that would not typically be allowed for that zoning district.

Conditional Use Permit also include rules that must be followed to ensure compatibility within neighboring areas.

## APPLICATION REVIEW PROCESS

A Conditional Use Permit is a Type 2 decision made by the Director.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2
Preliminary Review Deposit
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

## Code Reference

Conditional Use Permit  
SMC 21A.110.040

## Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

## Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# CONDITIONAL USE PERMIT APPLICATION

## OWNER INFORMATION

 Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?

Yes  No

**Property Information continued on next page**

# CONDITIONAL USE PERMIT APPLICATION

## PROPERTY INFORMATION CONTINUED

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

- Yes  No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

- Yes  No

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
  - Briefly describe the site and the project
  - Include description of land use that requires the Conditional Use Permit
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Historic Resources Affidavit
- 06. Water Availability Certificate
- 07. Sewer Availability Certificate
- 08. Preliminary Septic Approval (if required)
- 09. Eastside Fire & Rescue Plan Review Sheet
- 10. Neighborhood Meeting – Proof of Completion
- 11. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 12. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 13. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
  - After submittal, the City will request the Excel version of the template via email

**Submittal Checklist continued on next page**

# CONDITIONAL USE PERMIT APPLICATION

## SUBMITTAL CHECKLIST CONTINUED

- 14. SEPA Checklist (if applicable)
- 15. Critical Area Affidavit
- 16. Critical Area Study (if applicable)
- 17. Geotechnical Report (if applicable)
- 18. Criteria Compliance Narrative

Detail how the application meets each of the criteria listed in [SMC 21A.110.040](#).

- The use is designed in a manner compatible with the character and appearance of existing or proposed development in the vicinity of the subject property.
- The location, size and height of buildings, structures, walls and fences and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties.
- The use is designed to be compatible with physical characteristics of the subject property.
- Requested modifications to standards are limited to those mitigating impacts in a manner equal to or greater than the standards of [Title 21A SMC](#).
- The conditional use is not in conflict with the health and safety of the community.
- The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.
- The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities.

**For applications related to a commercial property, in addition to the above, please provide:**

- A description of the proposed use, including the number of employees and hours of operation
- The number of on-site and off-site parking spaces
- The number of vehicular trips to be generated by the proposal
- The total square feet of the building area
- The total square feet of the impervious surface area

- 19. Survey – Boundary and Topographic
- 20. Traffic Concurrency Certificate
- 21. Traffic Impact Analysis Report
  - For proposals generating 10 or more new vehicle trips during AM or PM peak hour
  - May also be required for projects not generating 10 AM or PM peak hour vehicle trips (see the [Public Works Standards](#) for requirements)
- 22. Storm Drainage Analysis (Technical Information Report)
- 23. PW Standards Deviation (if proposed)
- 24. Plan Set

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## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Use Approval	Conditional Use
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.