



PLANNING DEPARTMENT

Mailing Address: P.O. Box 39, Concrete, Washington 98237

Office Location: 45672 Main Street, Concrete, Washington

98237 Phone: (360) 853-8401

CONDITIONAL USE PERMIT APPLICATION CHECKLIST:

		PERMIT TYPE:	
Applicant Checklist		Conditional Use Permit	Office Use Only
	SUBMITTAL REQUIREMENTS: The number indicates the number of copies for submittal (if applicable).		
	Master Permit Application (signed & notarized by all landowners involved)	3	
	Signed & Notarized Letter of Authorization if the applicant is not the landowner	3	
	Application Fee	✓	
	Conduct a Pre-Application Conference, if required by Planning Dept.	✓	
	<u>Project Narrative</u> : That describes what is proposed	3	
	For Conditional Use Permits, provide a detailed explanation of how you meet each criteria of approval as listed in CMC 19.68.130(5)	✓	
	Critical Area Report, if required by Planning Department	3	
	Geotechnical Report, if required by Planning Department	3	
	SEPA Environmental Checklist, if required by Planning Department	3	
	Parking, Landscape, and Tree Preservation Plan(s), if required by Planning Dept.	3	
	Site Plan (Drawn to Scale & Surveyed –if applicable). For residential type of uses, see “ Residential Building Permit Site Plan Checklist ” for the items that need to be shown on a site plan. For commercial type of uses, see “ Commercial Building Permit Site Plan Checklist ” for the items that need to be shown on a site plan.	3	
	At time of submittal, provide Planning Dept. with a digital copy (on a Flash Drive, or CD of all application material and plans submitted. PDF format preferred.	✓	
	Provide a copy of building elevations for proposed buildings, if applicable	✓	