



Conditional Use Permit

Application Procedure

1. Client will submit a request for a Conditional Use Permit with \$300 fee. Include detailed description of the conditional use requested as stated under CMC 17.08 and specified zone. If applicable, fill out SEPA form and pay appropriate fee.
2. The City will set a public hearing before Board of Adjustment no more than 90 days after application has been received and approved as completed.
3. The City will publish the hearing in newspaper, post property and in two other public places not less than 15 days or more than 30 days before hearing.
4. The City will mail notice by first class to all property owners within 300 feet of proposed variance or conditional use at least 15 days before hearing.
5. The Building Inspector, City Administrator and other appropriate staff prepare staff report.
6. The City will get information packet to Board of Adjustment prior to hearing
7. At Public Hearing. Board of Adjustment may put any restriction on the conditional use as they deem reasonable. (They can modify or revoke a conditional use if conditions are not met by applicant.)
8. Board of Adjustment decisions are appealed to Superior Court.

Submittal Requirements

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a conditional use permit. Below is a list of materials that are required for conditional use applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information. No application for a conditional use shall be granted unless the board of adjustment finds:

- A. The conditional use does not constitute a grant of special privilege to that property inconsistent with the limitations upon uses of other property in that zone; and
- B. The conditional use is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of that property, and to provide that property with uses, rights and privileges permitted to other property in that zone; and
- C. The conditional use will not be materially detrimental to the public welfare or injurious to other property or improvements in that zone.

Required Materials from Applicant

- Complete Conditional Use application form and SEPA form if required.
- A letter addressed to Board of Adjustment requesting Conditional Use and why.
- Full legal description and plot map of the property showing dimensions, setbacks and easements
- Names and mailing addresses, as shown on the records of the County Assessor, of all properties within 300 feet of the boundaries of the property for which the conditional use permit is requested.
- Application Fee of \$300 (non-refundable), SEPA review fee of \$100 w/o public hearing; \$200 with public hearing
- Applicant and Notary Signatures



400 N Mill St
PO Box 229
Colfax, WA 99111
(509) 397-3861

CUP # _____

Application Received

Application Complete

**Application for
Conditional Use Permit**

APPLICANT INFORMATION

YOUR NAME(Please write above this line)			PHONE#		
BUSINESS NAME(If Applicable)			FAX#		
MAILING ADDRESS					
CITY		WA		ZIP	
E-MAIL ADDRESS					
SIGNATURE (ORIGINAL REQUIRED)			DATE		
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax					

Property

Address/location _____

Current Zone: _____ Size: _____(acres or square feet)

*Attach a legal description of property and a plat map on following pages

Land Use

Existing use of the property:

Intended use of property:

Changes to be made to the property:

Special information (deed restrictions, etc) the Board of Adjustment should know:

CONDITIONAL USE FINDING OF FACTS

Please list the specific use stating why the site for this proposed use is of adequate size and shape:

Show how the site will have sufficient access to streets and highways wide enough and of the proper pavement type to carry the amount and kind of traffic the proposed use will generate:

Show how the proposed use will not have an adverse effect on adjacent property:

Show that there is a need for the proposed use and that it conforms to the intent of the Comprehensive Plan for the area affected:

Please list any additional information that would help the Board of Adjustment in their decision:

Additional Required Documents

1. Please attach a letter addressed to the Board of Adjustment. In the letter, please include any information the board may need to know such as the variance being requested, and how it meets the requirements for a variance as outlined in this packet and in the Colfax Municipal Code.
2. Please attach maps of the property. Please indicate and label dimensions of property/structures, setbacks, and easements. You may also include photos of the property. Google Earth pictures work well.
3. Please attach a full legal description of property. This can be obtained from the Whitman County Assessor’s office.

Owner’s Affidavit

(To be completed if the applicant is not the owner of the property involved, notary required)

STATE OF _____

County of _____

I, _____, being duly sworn, depost and say that I am the owner of property or his/her authorized agent, involved in this application, and that he foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief; and I grant my permission to the above-named applicant to apply for a Conditional Use for the above-described property; and for City staff to examine this subject property in the cause of their work related to this application.

Property Owner

Address

City, State, ZIP Code

Telephone Number

Applicant Signature and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE VARIANCE PROCESS AND THE BOARD OF ADJUSMENT HEARING PROCESS.

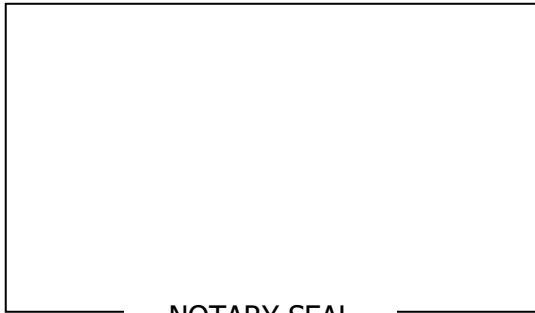
NOTARY

STATE OF _____)

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day, of 20_____ .



NOTARY SEAL

Signature of Notary Public