



# Conditional Use Application

Community Development Department  
 3100 Belmont Blvd. Suite 104, West Richland, WA 99353  
 509-967-5902 Fax 509-967-2419 Inspection Line 967-3518

**Note: Application shall not be accepted unless the applicant has attended a Pre-Application conference or has submitted a Pre-Application conference waiver**

**PROPERTY OWNER INFORMATION**  Contact Person

Owner:  
 Address:  
 Phone: Email:

**APPLICANT/CONTRACTOR INFORMATION (if different)**  Contact Person

Company: UBI#  
 Contact:  
 Address:  
 Phone: Email:

**PROPERTY INFORMATION**

Legal Description: Parcel #  
 Current Zoning: Current Land Use Designation:

**DESCRIPTION OF PROJECT**

**APPLICATION MUST INCLUDE**

1. Completed Application.
2. Variance report, prepared by a title company, issued no more than 30 days prior to application, showing the names and addresses of the owners of the property and the names and addresses of surrounding land owners within 600 feet of the property subject to the application. The variance report shall be submitted to the City in both paper format and electronic format with names and addresses acceptable to the City.
3. Application fee.
4. SEPA Checklist.
5. A site plan, drawn to scale, showing all details of the proposal – include property lines, easements, building locations(s) and dimensions, parking areas, access driveways, landscaping areas, critical area features, fences, signs, storm water control features, existing wells and drainfields, fire hydrants, significant cut or fill areas, etc...
6. A written narrative outlining mitigation measures and methods proposed to reduce or control impacts caused by the proposed use, including but not limited to, light, heat, glare, traffic, noise, access, etc.
7. Preliminary layout of building interior (uses and sizes of rooms).
8. Any other information the Planning Director deems necessary to determine compliance with applicable codes.
9. Pre-Application Conference waiver (if applicable).

**COMPLETE QUESTIONS WITH AS MUCH DETAIL AS POSSIBLE (Use separate paper if needed)**

Describe how the proposed conditional use will be compatible and in harmony with the existing development in the vicinity of the subject property and what steps will be taken to ensure that nuisance conditions do not occur that will impact adjoining properties:

Describe the location, size, and height of all existing and proposed buildings, structures, signage, walls, fences, and screening vegetation of the proposed project. Will the location, size and height of buildings, structures, walls, fences and screening vegetation for the conditional use hinder or discourage the permitted development or use of the properties in the immediate vicinity of the conditional use?

Describe how the proposed conditional use is compatible with the physical characteristics of the subject property:

Describe the pedestrian and vehicular traffic, and the parking areas, associated with the conditional use. Will the proposed conditional use impact any existing or anticipated traffic in the immediate vicinity?

Describe the infrastructure which will serve the proposed conditional use, including but not limited to roads, fire protection, water, wastewater disposal and storm water control:

Describe how granting the conditional use permit will not be materially detrimental to the public health, safety, welfare, use or interest, or injurious to property or improvements in the vicinity:

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

*Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.*

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_