

# CONDITIONAL USE PERMIT

## WHAT IS THE PURPOSE OF THIS WORKSHEET?

*This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.*

FOR CITY USE	
	<input type="checkbox"/> <b>Application:</b> Provided one (1) copy of the Land Use Application.
	<input type="checkbox"/> <b>Fee:</b> \$,2000
	<input type="checkbox"/> <b>Project Narrative:</b> Provide one (1) copy of the project narrative. The narrative should provide a brief description of the project and answer the following questions: <ol style="list-style-type: none"> <li>1. Is the proposed use injurious to the public welfare and convenience?</li> <li>2. How will the proposed use on the subject property and/or other properties impact properties in the surrounding area?</li> <li>3. What is the character of the area in which the use is proposed?</li> <li>4. How is the proposed use consistent with the intent of the zoning code and comprehensive plan of the city?</li> <li>5. Are municipal services such as water, sewer, roads, fire and police protection adequate to serve the proposed use?</li> </ol>
	<input type="checkbox"/> <b>CD:</b> One (1) CD that contains PDF versions of all required submittal materials that is MS Windows compatible. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Name and bookmark each plan sheet in a way so the reviewer can quickly move from sheet to sheet. <b><u>Emails and thumb drives will not be accepted.</u></b>
	<input type="checkbox"/> <b>Mailing Envelopes:</b> Provide two (2) sets of stamped No. 10 envelopes that include the names and addresses of all property owners within 300 feet of all sides of the subject property(s) along with return labels for the city: City of Bonney Lake, P.O. Box 7380, Bonney Lake, WA, 98391. Include a map that shows the 300-foot radius indexed to the mailing labels. Provide source of mailing information and date generated
	<input type="checkbox"/> <b>Vicinity Map:</b> Provide (1) vicinity map extending at least 800 feet in each direction from the proposed project site, showing the surrounding street layout property lines, streams or watercourses, and other pertinent information to assist in locating the project.

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- Site Plan:** Provide one (1) copy of a basic site plan drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet displaying the following:
1. Scale of drawing, scale bar, date of drawing, and North Arrow.
  2. Subject property with all property lines dimensioned.
  3. Existing and proposed structures and distances to property lines.
  4. Square footage of lot(s) and of existing and proposed structures.
  5. Impervious surfaces allowed and proposed.
  6. Building height allowed and proposed
  7. Location of the nearest street(s).
  8. Parking required and provided.
  9. Location of off street parking areas.
  10. Location of open space and landscaping areas.
  11. Location of critical areas as defined in Title 16 Division II BLMC.