



APPLICATION COVER SHEET

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us



APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

SUBJECT PROPERTY

Property Owner(s): _____

Property Owner Address: _____

Full Street Address: _____

Full Legal Description: _____

Parcel ID: _____

Current Zoning: _____

APPLICATION / PERMIT TYPE

ENVIRONMENTAL

- Environmental Sensitive Area
- Flood Development
- Shoreline Development
- State Environmental Policy Act
- Wetland Permit

LAND DIVISION AND ALTERATION

- Annexation
- Boundary Line Adjustment
- Short Plat
- Subdivision
- Street Vacation
- Lot Conformation

OTHER: _____

MUNICIPAL

- Municipal Code Amendment
- Comprehensive Plan Amendment

ZONING & USES

- Conditional Use - Type:
- Home Occupation
- Temporary Use
- Unclassified Use
- Overlay - Type:
- Variance - Type:
- Mobile & Itinerant Vendor – Type:
- Rezone

STAFF USE ONLY:

Notes:

Date Stamp



CONDITIONAL USE PERMIT APPLICATION

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The purpose of a Conditional Use Permit is to review potential land uses for consistency and compatibility and to ensure that the use is not contrary to public use or interest for each zone in which the use will be located. There are two types of conditional use permits:

Hearing Permits: Conditional Use Permits (CUP) that are authorized by the Hearing Examiner of the City of Port Angeles ([PAMC 2.18.060](#)). This type of CUP provides the public an opportunity to submit written comments verbally during the public hearing. CUP applicants or a representative must be present at the public hearing. The Hearing Examiner determines the final decision. Appeals may be made to the Port Angeles City Council.

Administrative Permits: Conditional Use Permits (CUP) that are authorized by the Director of Community and Economic Development ([PAMC 2.18.065](#)). Administrative CUPs provide the same opportunity for public written comment, but do not include an open public hearing. The final decision is determined by the Director of Community & Economic Development. Appeals may be made to the City's Hearing Examiner.

REQUIRED MATERIALS CHECKLIST

- Project Narrative:** A detailed explanation of the project goals, plan, and outcome. An explanation of how the proposed conditional use meets the following criteria.
 - The proposed use is consistent and compatible with the purpose of the zone in which it is located.
 - The proposed use is consistent with the Comprehensive Plan.
 - The proposed use is not contrary to the public use and interest.
 - The proposed use is not detrimental to the public health, safety and welfare or neighboring properties.
- SEPA Checklist:** A completed Environmental Checklist (If determined necessary by staff)
- Site Plan:**
 - The date, scale, and north directional arrow;
 - A legal description of the property being platted;
 - The name and location of existing and proposed public rights-of-way;
 - The location of existing and proposed easements;
 - The location of existing and new buildings including distances from property and/or leasehold lines, driveways, and parking calculations;
 - The location of existing natural features, such as streams, rivers, wetlands, shorelines, drainage ways, ravines and steep slopes;
 - The location and size of utilities, including water, sewer, storm drains, and fire hydrants existing and proposed;
 - Location of sensitive areas and sensitive area buffers (as well as slopes for 20 percent or greater and drainage or other watercourses) on the site.
- Floor Plans:** Floor plans for each floor of any structure to be used for the proposed activity
- Site Photos:** Photos that illustrate the layout of the property and any structures or proposed uses.

EXTENSION or AMENDMENT APPLICATION REQUIRED MATERIALS CHECKLIST

- CUP Application:** A completed application signed by the applicant or applicant's representative.
- Extension Request Letter:** A narrative letter that includes the permit information, date of approval, expiration date (if applicable), and information related to the ongoing goals and progress.
- Amendment Request Letter:** Includes requested change and if any intensification of use will occur.



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SUBJECT PROPERTY INFORMATION

Total Property Area	Site Coverage (sq.ft.)	Site Coverage (%)	Lot Coverage (sq.ft.)	Lot Coverage (%)

Site Coverage: The amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces. ([PAMC 17.08.095\[H\]](#))

Lot Coverage: The percent of ground area of a lot on which buildings are located. ([PAMC 17.08.065\[N\]](#))

TYPE OF CONDITIONAL USE

Hearing Permits		Administrative Permits	
<input type="checkbox"/>	General Conditional Use Permit	<input type="checkbox"/>	Residential Bed & Breakfast
<input type="checkbox"/>	Unclassified Use Permit	<input type="checkbox"/>	Home Occupation
<input type="checkbox"/>	Extension of Permit #: _____	<input type="checkbox"/>	Amendment to Case #: _____

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date _____ Print Name _____ Signature (Owner Representative)

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