



# Conditional Use Application

Permit #	<i>Staff use</i>
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Type of Project:			
Property Owner:			
Owner Mailing Address:			
Phone:		Email:	
Property Address:			
Tax Parcel No:			
Legal Description:			
Owner's Authorized Agent:			
Authorized Agent Address:			
Authorized Agent Phone:		Email:	

## PERMIT APPLICATION FEES

Fees must be paid at time of application

Conditional Use Request	<b>\$ 2,500</b>
Land Use Public Notice Signage Fee	<b>\$ 200</b>
Additional Signage Fee - ----- \$25/ea.	
SEPA – <i>Separate application &amp; fee, if required</i>	-----
SUBTOTAL	
Technology Fee ----- 5% of Total	
TOTAL FEES	

<i>Staff use</i>	<i>Date Stamp</i>
	<i>Paid Stamp</i>

The applicant may be responsible for additional fees related to engineering and legal expenses

**Please provide the requested information:**

*(Attach additional sheets if necessary)*

<b>Zoning Classification:</b>	
<b>Is the site within 200 feet of shoreline?</b>	
<b>Comprehensive Plan Designation:</b>	
<b>Check known utilities/services to the site:</b>	<p style="text-align: center;">                 gas          electric          water          sewer          cable                  garbage          phone          other:             </p>

<b>What are the known Environmentally Critical Areas on the site? (steep, slopes, wetlands, etc</b>	
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<b>From what sections of LFP Critical Areas code are you requesting an exception? LFP MC Sections:</b>	
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<b>Describe the nature of proposal. Indicate as much specific information as possible. i.e. What is proposed? What is the extent of the variance request?</b>	
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<b>Describe the character of the site. Is the site sloped or flat? Is the site wooded and vegetated, cleared or landscaped? What is the current use of the site? Describe the surrounding areas (undeveloped, residential, commercial)</b>	
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<b>What is the current use of the site? Describe the surrounding areas (commercial, undeveloped, residential)</b>	
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<b>Describe any mitigating factors that limit the project's impacts, such as open space, landscaping, traffic mitigation or screening?</b>	
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*A conditional use may be authorized upon finding that the proposal conforms to specific development criteria established for that use, if any, and that it meets the following minimum criteria.*

Applications must include a thorough and unique response to each of the following criteria. Applications that do not provide adequate detail for the following topics are considered incomplete, and risk delaying the proposal, and the proposals of others.

Please demonstrate that:

1. The proposed use is consistent with the policies and goals of the comprehensive plan
2. The proposed use is not materially detrimental to other property in the neighborhood
3. The proposed use will supply goods or services that will satisfy a need of the community
4. The proposed use is designed in a manner which is compatible with the character and appearance with the existing or proposed development in the vicinity of the subject property
5. The proposed use is designed in a manner that is compatible with the physical characteristics of the subject property
6. Any requested modifications to the standards of the underlying zoning shall require a variance and be subject to mitigation to minimize or remove any impacts from the modification
7. The proposed use is not in conflict with the health and safety of the community
8. The proposed use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood
9. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities
10. The applicant's past performance regarding compliance with permit requirements and conditions of any previously issued land use permit including building permits, conditional uses or variances, shall be considered before approving any new permit

**The applicant must provide the following submittal requirements.** Two paper copies and one digital copy of all materials are required.

**It is important to note: It is the responsibility of the applicant to prove that all criteria are met in order for the Hearing Examiner to consider approval of the application.**

In addition, the following must be provided:

- A **site-plan** that is accurate, legible and drawn to scale (a recent survey may be required), and provides the following:
  - The existing dimensions and lot size, proposed dimensions and lot size
  - Identify adjacent streets, existing and proposed access
  - Identify existing and proposed structures and distances to property lines
  - Location of proposed alterations or improvements
  - Location of any critical areas on or near the site
  - Location of any open space or preservation areas
  - Location of any significant trees (6" diameter or greater)
  - If possible, locate drainage channels, sewer and water lines
  - Identify existing and proposed easements
  - Elevation plans, if applicable
- Preliminary Drainage Plan** (required for some proposals). This should be prepared by professional engineer licensed in the State of Washington. Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park

**Release / Hold Harmless Agreement**

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorney’s fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

**Qualified Professional Requirements**

For each section of this application that was required to be prepared by a professional, please include a Statement of Qualification along with this application.

**Permission to Enter Subject Property**

I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

**Date:** \_\_\_\_\_

**Signature of Applicant, Owner, or Representative:** \_\_\_\_\_

**Questions?**

For more information, please contact the Planning Department

[aplanner@cityofffp.com](mailto:aplanner@cityofffp.com)

206-957-2837

**Access to Information**

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityofffp.com/>

Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake forest Park, WA 98155