



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

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CONDITIONAL USE PERMIT

Applicant Checklist	Conditional Use Permit Submittal Checklist See pages 2-3 of this handout for information about each submittal item listed below. See AMC 19.36 for Conditional Use Permit review and approval criteria.	Office Use Only
	Master Land Use Permit Application	
	Agent Authorization Form	
	Critical Areas Identification Form, if applicable	
	Project Narrative	
	Responses to Conditional Use Permit criteria	
	Stormwater Site plan	
	Site Plan & Landscape Plan	
	Clearing & Grading Plans	
	Building Elevation Drawings	
	Environmental Checklist (SEPA)	
	Transportation Concurrency Review Form	
	Subdivision Guarantee	
	Recorded Property Boundary Survey	
	Technical Reports	
	Critical Area Report	
	Parking Study	
	Cultural Resource Survey	
Submit Application Please send applications in PDF format to pced@cityofanacortes.org . An email with a link to a file share site is also acceptable. Paper copies may be requested after initial review.		Application Fee See the Land Use Permit Fee Schedule Fees will be invoiced to you after receipt of your application.

SUBMITTAL REQUIREMENT DETAILS

Additional details on certain submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

- a. **MASTER PERMIT APPLICATION:** Form attached. Use this form to indicate all requested land use permits and other key information about your proposed project.
- b. **AGENT AUTHORIZATION FORM.** Use this form to authorize someone other than the property owner to apply for permits.
- c. **CRITICAL AREAS IDENTIFICATION FORM.** Use this form to determine and/or identify if critical areas or critical area buffers are located on or within 300 ft. of the development area. If critical areas are determined to be present, a Critical Area Permit may be required.
- d. **PROJECT NARRATIVE:** Form attached. This document contains a list of elements to be included in your project narrative to help provide a clear and concise description of your proposal for those reviewing it.
- e. **RESPONSES TO CONDITIONAL USE PERMIT CRITERIA:** In order for the decision-maker to grant a conditional use permit, there must be a finding that the use would be consistent with the criteria in AMC 19.36.040. As the applicant, it is your responsibility to clearly demonstrate how each criteria is met.
- f. **STORMWATER SITE PLAN:** The Stormwater Site Plan is the comprehensive report containing all of the technical information and analysis necessary for regulatory agencies to evaluate your project for compliance with stormwater requirements. The level of stormwater review and contents of the Stormwater Site Plan will vary with the type and size of the project, and individual site characteristics. Use Form CG-3 to determine the level of stormwater review and then complete the applicable Stormwater Minimum Requirements Form on the [Public Works - Engineering Department Forms website](#) and provide required submittal items/plans.
- g. **SITE & LANDSCAPE PLANS:** These plans are needed so that your proposal can be reviewed for conformance with the applicable zoning and land use, community design, and project design provisions of the development regulations contained in AMC Title 19 Unified Development Code. (Use the site plan checklist for Single Family Residential Building Permits or Multi-Family and Non-Residential Site Plan review, as applicable (see [application checklists](#) and forms)
- h. **CLEARING & GRADING PLANS:** Checklist is located in the [Clearing/Grading Permit application packet](#). These plans are needed so that your proposal can be reviewed for conformance with [AMC 19.78 Clearing and Grading](#).
- i. **BUILDING ELEVATION DRAWINGS:** Checklist attached. These plans are needed so that your proposal can be reviewed for conformance with the applicable project and building design provisions in AMC Title 19 Unified Development Code. (Use the building elevations checklist for Single Family Residential Building Permits or Multi-Family and Non-Residential Site Plan review, as applicable (see [application checklists](#) and forms).
- j. **SEPA CHECKLIST:** Unless a project is categorically exempt, an environmental checklist is required to be completed and submitted.

- k. **TRANSPORTATION CONCURRENCY REVIEW FORM:** This form is used to collect information for the City's travel demand model, which is used to determine a project's impacts on the transportation system. Under GMA, the City must prohibit development approval if the development would cause the level of service on a locally owned transportation facility to decline below the standards adopted in the transportation element of the comprehensive plan, unless transportation improvements or strategies to accommodate the impacts of development are made concurrent with the development. [AMC 19.22 Concurrency](#) contains the review criteria.
- l. **SUBDIVISION GUARANTEE:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development and that lists all encumbrances. This document is needed to verify property ownership and to identify any encumbrances that are recorded to the property's title. Copies of all the encumbrances listed within the certificate or report must be provided. The certificate or report must be dated within 30 days prior to the submittal of a permit to the City.
- m. **RECORDED PROPERTY BOUNDARY SURVEY:** A recorded survey is required to define the limits of the property subject to the application. All property corners must be staked/marked and visible.
- n. **DIGITAL COPY OF ALL APPLICATION DOCUMENTS:** PDF format files for all submittal items, named as they appear on the submittal checklist, must be provided on a flash drive or emailed to pced@CityofAnacortes.org.

TECHNICAL REPORTS

Following is a list of technical reports that may be required to be submitted to the City depending on project and site-specific factors. The general triggers for each of the listed technical reports is provided below:

- A. **CRITICAL AREAS REPORTS:** In general, Critical Area reports are required when wetlands, streams, habitat conservation areas, geologically hazardous areas, shorelines, or aquifer recharge areas are located on or near a site. Critical area mitigation plans may also be required, depending on the project proposal. See Anacortes Municipal Code Ch. 19.70 for additional information.
- B. **PARKING STUDY:** A parking study may be required to determine the parking requirements for a specific use, adjusting minimum and maximum quantitative parking requirements, determining times of peak demand, and determining impacts to on-street parking in the vicinity of a proposed development. See AMC 19.64.020 for more info.
- C. **CULTURAL RESOURCES REPORT:** For more information on cultural resource surveys contact the Washington Department of Archaeology and Historic Preservation (<http://www.dahp.wa.gov>)
- D. **OTHER TECHNICAL REPORTS MAY BE REQUIRED TO DETERMINE /ENSURE CONFORMANCE WITH CUP CRITERIA.**

PROJECT NARRATIVE REQUIREMENTS

GENERAL INFORMATION
This form is intended to assist applicants in creating complete project narrative for site plan and building design review. Please fill in each space with the requested information.
PROJECT DESCRIPTION – Required for all project types
A. If a neighborhood meeting was held, provide the date held, general items of discussion at the meeting, and how the project proposal has been modified since the meeting, if applicable.
B. Proposed use of the Site per AMC Table 19.41.040 or 19.41.050 and any special use provisions that apply. (see AMC 19.43 – 19.48)
C. Current use of the Site. Date of construction for any existing structures on site, and whether they are to be removed or retained.
D. Description of the site’s physical characteristics, including special site features (such as wetlands, water bodies, steep slopes, or other critical areas).
E. Current uses and special site features of surrounding properties.
F. Description of general design techniques you considered to implement low impact development (see AMC 19.76.050(A) and (B)) in the design of your project site and proposed stormwater facilities necessary for compliance with AMC 19.76 Stormwater.
G. Description of the proposed form and intensity of the proposed development (height, setbacks, lot coverage, etc.). (See AMC 19.42.)
H. Identification of the site’s block frontage designation(s) and description of project conformance. (see AMC 19.61)
I. Description of the proposed building design, including a description of conformance with building massing and articulation, building details, building materials, and blank wall treatment requirements. (See AMC 19.63). Note: If you are proposing any departures, you must attach the applicable form.

J. Description of proposed parking for vehicles and bicycles, including provisions for guests, shared parking. (see AMC 19.65)
K. Describe existing and proposed site access from public streets and any proposed street and/or pedestrian improvements.
L. Estimated quantities and type of materials involved if any fill or excavation is proposed.
M. Number, type, and size of trees to be removed.
N. Description of existing site utilities and proposed utilities, including extensions, upgrades, relocations, etc. (see AMC 19.52 Underground Utilities).
O. Explanation of any land to be dedicated to the City.

CONDITIONAL USE PERMIT CRITERIA

GENERAL INFORMATION
The following section is intended to help you provide information about your project's compliance with the CUP criteria. Please fill in each space with responses that demonstrate how your proposal complies with all each criteria found in AMC 19.36.040.
P. How will the proposed conditional use comply with any specific requirements for the use found elsewhere in Title 19 Development Regulations?
Q. Describe how access to the site is appropriate considering the anticipated volume of traffic resulting from the use.
R. Describe how off-street parking and loading facilities are adequate in terms of location, amount, and design to service the use.
S. Describe the location and intensity of outdoor lighting and how casting of light on adjacent, adjoining, or neighboring properties will be avoided.
T. Describe the hours and manner of operation of the proposed use, including anticipated noise generation, and how these will not be inconsistent with adjacent or nearby uses.

U. Describe existing or proposed public facilities that will serve the use and whether they are adequate to serve the proposed use.

V. Describe the physical conditions of the site, including size, shape, topography, and drainage and their suitability for the proposed development.

W. Describe any other factors deemed relevant to the decision-maker.