



Community Development

## **Conditional Use Permit Checklist**

*Please refer to Washington County Code Title 10, Chapter 18.  
All Conditional Use Permit Applications must meet the applicable  
requirements of local, state and federal law.*

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Conditional Use Permit applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed conditional use permit application forms, plans, and exhibits.
2. All applicable fees.
3. Proof of ownership (must match title report).
4. Site Plan (see attached development plan requirements).
5. Proposed Development / Project Plan.
6. “Will Serve” letters for applicable utilities.
7. Septic Permit.
8. Receipt from applicable Special Service District or Fire District.
9. This permit requires a public notice sign to be posted on the property seven (7) days prior to the Planning Commission Meeting with proof of posting. \*\*\*

After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1<sup>st</sup> Tuesday of each month at 9:30 a.m. in the Community Development Conference Room. \*\*The application will not proceed to the Joint Utility Development Staff Meeting until the Community Development Staff has reviewed and accepted the application for completeness.

If approved at the Joint Utility Development Staff Meeting, the Conditional Use Permit Application will be added to the Planning Commission Agenda for the following month, if no additional information is needed. The Planning Commission meets on the 2<sup>nd</sup> Tuesday of each month at 1:30 in the Commission Chambers. The Planning Commission is the Land Use Authority for this application.



Community Development

## **Conditional Use Permit Application**

*Please refer to Washington County Code Title 10, Chapter 18.  
All Conditional Use Permit Applications must meet the applicable  
requirements of local, state and federal law.*

Property Owner / Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Representing Firm (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposed Conditional Use Plan:

\_\_\_\_\_  
\_\_\_\_\_

Proposed Water Supply (if applicable): \_\_\_\_\_

Proposed Sewage Disposal Method (if applicable): \_\_\_\_\_

Parcel(s) ID: \_\_\_\_\_ Acreage: \_\_\_\_\_ Current Zone: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Conditional Use Fee – Date Paid \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cash / Check / CC

Receipt # \_\_\_\_\_ Received By: \_\_\_\_\_ Reviewed for Completeness: \_\_\_\_\_



Community Development

## Land Use Application

*Application deadline is the last Tuesday of each month. Application must be complete, and payment received prior to acceptance by the Community Development Department.*

*All incomplete applications will be rejected.*

Application Type:

<input type="radio"/> Conditional Use Permit	<input type="radio"/> Zone Change
<input type="radio"/> Site Plan	<input type="radio"/> Amended Plat
<input type="radio"/> Variance	<input type="radio"/> Preliminary Plat
<input type="radio"/> Lot Line Adjustment	<input type="radio"/> Final Plat
<input type="radio"/> Road Dedication	<input type="radio"/> Other: _____

Project Name and Description: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Address or Approximate Location: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Parcel(s) ID: \_\_\_\_\_

Area in Acres: \_\_\_\_\_ Existing Zone: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zone (if applicable): \_\_\_\_\_ Proposed Use: \_\_\_\_\_

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

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

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



Community Development

### **10-18-5: Development Plan:**

- A. Plan Requirements: The applicant for a conditional use permit shall prepare a site plan and elevations (as may be necessary) for the site development proposed to be developed. The plan shall be drawn to scale and shall show all existing and proposed buildings, fences, general landscape layout, automobile circulation and parking, loading areas, garbage collection areas, lighting, signs, topographic maps for irregular land, soils reports, vicinity map, drainage plan and any other information that the planning department may deem necessary to properly consider the application.
- B. Plan Consideration: The planning commission will not consider the conditional use permit without the preparation and submission of an accurate and complete development plan.
- C. Notice; Meeting: The applicant will post in an easily accessible, conspicuous location on the property of the proposed conditional use, a notice seven (7) days prior to the meeting. The sign shall be two (2) sided, viewed coming and going for inspection by the public, directing the public to contact the planning office or access the Washington County website for information regarding the proposed conditional use. The notice will be posted in such a manner as to be legible through the date of the meeting, being like a professional real estate sign, not less than eighteen inches by twenty four inches (18" x 24") or does not exceed thirty two (32) square feet as referenced in subsection 10-19-3A3, "Temporary Sign", of this title.
  - 1. A copy of template for the notice and instruction will be provided by staff.
  - 2. Proof of posting property by submitting a photograph will be required for the staff meeting held one week preceding the meeting date.
  - 3. Removal of the notice by the applicant shall be within ten (10) days after the land use authority meeting. (Ord. 2012-1026-0, 12-18-2012)