CITY OF EDGEWOOD
Department of Community Development
2224 104th Avenue East, Edgewood WA 98372-1513
(253) 952-3299

CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS

APPLICABLE CODES AND POLICIES
Chapter 18.50.040 of the Edgewood Municipal Code (EMC) gives the Director of Community Development and the Hearing Examiner authority to evaluate and render decisions on conditional use permit applications. Your application will be evaluated on the basis of the information you provide, pertinent provisions of the Edgewood Interim Zoning Code, Edgewood Land Use Plan, comments submitted by interested persons and agencies, and testimony and evidence presented at the public hearing (if required).

If your property has a wetland or is located within a critical area as defined in EMC Title 14, you may be required to submit a special study produced by a qualified professional addressing the identified hazard associated with your proposal.

All projects in the City of Edgewood are subject to surface water review and must complete a Surface Water Compliance Certificate in accordance with EMC 13.05 as adopted by the City of Edgewood. Additional studies may be required on significant issued or impact identified during early review of the proposal.

APPLICATION INSTRUCTIONS

Conditional Use Permit Application
- Provide a completed original and five (5) copies making sure that the proper signatures are obtained.
- Answer all questions clearly and provide all information asked for on the application form.
- Return the completed forms with the applicable fees to the Department of Community Development.

Supporting Information
1. Provide six (6) detailed site plans which include the following information:
   - Vicinity map
   - Property lines
   - Lot dimensions
   - All public/private roads
   - All easements
   - Users of abutting properties
   - All major manmade or natural features
   - Proposed building location
   - Building dimensions
   - Setback dimensions
   - Building height and number of stories
   - Paved areas
   - Parking areas
   - Vehicle loading areas
   - Proposed landscape areas
   - Areas of future development
   - Outside storage areas
   - Pierce County tax identification number
   - Zoning District
   - Total lot area (square feet)
   - Total building area
   - Type of construction
   - Sprinkled/Non-Sprinkled
   - Trash dumpster location
   - Percent of site coverage
   - Area per occupancy (office, manufacturing, warehouse, retail, etc.)
   - Total number of parking stalls (include handicapped)
   - Total parking and maneuvering area (square feet)
   - Required landscaping (square feet)
   - Percent of lot in open space
   - (apartment complexes only)
2. Provide four (4) copies of the landscape plan which includes the following information:

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property lines</td>
<td>Outside storage areas</td>
</tr>
<tr>
<td>Lot dimensions</td>
<td>Proposed fences (type and height)</td>
</tr>
<tr>
<td>Pierce County Tax identification number</td>
<td>Location and/or arrangement of proposed plantings</td>
</tr>
<tr>
<td>Proposed/existing building locations</td>
<td>Existing natural vegetation to be incorporated into formal planting areas</td>
</tr>
<tr>
<td>Undeveloped areas of areas of future development</td>
<td>Cross section of typical planting and berm areas</td>
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<tr>
<td>All easements - public/private roads and utilities, etc.</td>
<td>Planting schedule:</td>
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<tr>
<td>All major manmade or natural features (streams, creeks, drainage ditches, etc.)</td>
<td>Type (common name/botanical name)</td>
</tr>
<tr>
<td>Proposed landscaping areas (dimension required areas)</td>
<td>Amount</td>
</tr>
<tr>
<td>Paved areas</td>
<td>Caliper size</td>
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<tr>
<td>Parking areas and parking stalls</td>
<td>Height</td>
</tr>
<tr>
<td></td>
<td>Spacing of proposed plantings</td>
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<td></td>
<td>Condition (no gallon sizes)</td>
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</tbody>
</table>

3. Building Elevations: Provide four (4) copies of drawings showing building elevations.

4. A drainage plan as required by the City of Edgewood Interim Surface Water Standards to be submitted with the application. The City of Edgewood has adopted and amended the King County Surface Water Manual.

5. Certificate of Water Availability

6. Certificate of Sewer Availability or septic approval from the Tacoma-Pierce County Health Department

7. Certificate of Hydrant Availability / Fire District #8 approval.

8. Provide one (1) copy of the development plan at a reduced size of 8 ½” x 11” and one (1) copy 11” x 17”.

9. Please fold large maps to fit into a 9” x 12” envelope.

10. All above items and any other material which may be required by the City must be submitted, along with all associated fees, at the time of application.

**Environmental Review:** A SEPA Environmental Checklist and applicable fees must be completed and submitted in conjunction with the application of a Conditional Use Permit.

**ADDITIONAL INFORMATION**

**Modifications:** Changes in the application must be submitted no later than two working weeks prior to any scheduled public hearing on the application.

**Public Notice on Property:** Applicant will be required to place a public notice board on the property during the Notice of Decision phase for 14 days (not including the date of the Notice) during the comment period associated with the Notice of Application. The notice board and related information is provided by the City, on a loan basis, for a $50 fee, as long as it is returned in good condition.

**Fees:** There is a non-refundable application fee of $2,500 for a Conditional Use Permit application. Additional costs will be based on actual review costs billed to the City of Edgewood, which may include, for example, engineering review fees. The SEPA Environmental Checklist fee is $2,150. If you would like additional fee information, please request a copy of the adopted fee schedule.