



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

<b>FOR STAFF USE ONLY</b>
Application Number: _____
Amount Received: _____
Receipt Number: _____

## CONDITIONAL USE APPLICATION

TYPE OF PROJECT: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

OWNERS AUTHORIZED AGENT: \_\_\_\_\_

AUTHORIZED AGENT ADDRESS: \_\_\_\_\_

PH NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

### FEES MUST BE PAID AT TIME OF APPLICATION

<input type="checkbox"/> Conditional use permit request	\$2,500.00
<input type="checkbox"/> Drainage review fee (as needed)	\$500.00 per lot
<input type="checkbox"/> Land Use Public Notice Signage Fee	\$200.00 + \$ 25 <i>if add'l posting is required</i>
<input type="checkbox"/> State Environmental Policy Act (SEPA) review	<b><i>Separate application and fee required</i></b>
Total Due	\$ _____

***THE APPLICANT MAY BE RESPONSIBLE FOR ADDITIONAL FEES REALTED TO ENGINEERING AND LEGAL EXPENSES***

**Zoning classification:** \_\_\_\_\_

**Is the site near the shoreline (within 200 feet):** \_\_\_\_\_

**Comprehensive Plan designation:** \_\_\_\_\_

**Circle known utilities / services to the site:** (gas, electric, water, sewer, cable, garbage, phone, other)

**Please provide the requested information:**

*(Attach additional sheets if necessary)*

**1. What sections of the zoning code permit the conditional use requested in your proposal?**

*Lake Forest Park Municipal Code Section(s)* \_\_\_\_\_

**2. Describe the nature of the conditional use permit request. What use is proposed? What is the extent of the request? Indicate as much specific information as possible.**

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**3. Describe the character of the site. Is the site sloped or flat? Is the site wooded and vegetated, cleared or landscaped? Are there any known or potentially environmentally sensitive areas on or near the site, such as steep slopes, wetlands or streams?**

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**4. What is the current use of the site? Describe the surrounding areas (undeveloped, residential, commercial).**

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**5. What type of mitigation is included in the proposal that limits its impacts, such as open space, landscaping, traffic mitigation or screening?**

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**6. The applicant must provide the following submittal requirements. *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.***

A. A site-plan that must be accurate, legible and drawn to scale (a recent survey may be required) that provides the following:

1. The existing dimensions and lot size, proposed dimensions and lot size.
2. Identify adjacent streets, existing and proposed access.
3. Identify existing and proposed structures and distances to property lines.
4. Location of proposed alterations or improvements.
5. Location of any sensitive areas on or near the site.
6. Location of any open space or preservation areas.
7. Location of any significant trees (6" diameter or greater)
8. If possible, locate drainage channels, sewer and water lines.
9. Identify existing and proposed easements.
10. Elevation plans, if applicable.

B. Preliminary Drainage Plan (required for some proposals). A professional engineer licensed in the State of Washington should prepare this. Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park

C. 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 response to the following criteria. Additionally, applications must demonstrate compliance with the criteria related to the specific conditional use.***

A. The proposed use is consistent with the policies and goals of the comprehensive plan.

B. The proposed use is not materially detrimental to other property in the neighborhood.

C. The proposed use will supply goods or services that will satisfy a need of the community.

D. 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.

E. The proposed use is designed in a manner that is compatible with the physical characteristics of the subject property.

F. 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.

G. The proposed use is not in conflict with the health and safety of the community.

H. 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.

I. 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.

J. 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.

**7. 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 attorneys 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.**

**8. Permission to enter subject property**

I, the undersigned, certify (or declare) under penalty under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I also 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.

\_\_\_\_\_  
*Signature of applicant, owner or representative*

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

**Complete applications must be submitted to the City of Lake Forest Park Planning and Building Department 17425 Ballinger Way NE, Lake Forest Park, WA 98155.**

***Official review of a proposal will not commence until the responsible official has determined that all materials necessary for a complete application have been received.***