

TEMPORARY USE APPLICATION

Procedures:

Upon receipt of an application, the Planning and Development Director will:

- Determine within twenty eight (28) calendar days if the application is ***technically complete***. An application is complete if it contains all of the information listed in the attached list.
- If the application is not complete, a written notice to that effect will be sent to the applicant specifically indicating what items must be submitted to make the application complete.
- The Director shall render a written report that contains the decision to approve, approve with conditions or deny an application pursuant to Section 18.94.130(a) 1.

The following is a checklist of the required information for submitting an application. Applications will not be processed until ALL of the following information is submitted and determined technically complete.

The applicant shall submit the information as following:

1. APPLICATION FORM completed and signed by owner(s) of record, or their authorized representative. If signed by an authorized representative, a letter of authorization, signed by the property owner shall accompany the application.
2. Written narrative description of the applicant's proposal, uses, hours of operation, frequency of deliveries and construction schedules.
3. Two (2) copies of a site plan, including one reduced 8½" X 11" copy, drawn to a minimum scale of 1:200 (1 inch equals 200 feet), on sheets no larger than 24 by 36 inches which includes the following:
 - a. Vicinity map showing streets, access points, and utility locations on and within the immediate vicinity of the site;
 - b. The site size, dimensions and orientation relative to North;
 - c. The location, name, centerline and dimensions of public and private streets adjoining the site;
 - d. The location of existing structures and other improvements on the site;

- e. The following information if applicable: the location and dimensions of proposed development including streets, sidewalks, parking and circulation areas, loading and service areas, recreational or open space features, aboveground utilities, easements, existing structures to be retained on the site and their distance from the property line, proposed structures (including signs, fences, etc.), their height and their distance from property lines, the location and type of existing and proposed outdoor lighting,
 - f. Legal description for parcel(s) in question.
- 4. Most recent conveyance documents (deed) showing current ownership.
 - 5. Copy of Lease, (if applicable)
 - 6. Landscape Plan, (if applicable)
 - 7. An application fee (See attached fee sheet)

Aggrieved parties may appeal any aspect of the Director's decision to the City of Washougal Board of Adjustment. Appeals must be filed in writing with the Planning and Development Director within 21 days of the date of the determination. The appeal letter shall indicate that the appeal is being filed pursuant to Chapter 18.94 of the Washougal Municipal Code, and shall indicate what specific aspects of the decision are being appealed. The appeal shall be accompanied by a \$1,050.00 non-refundable fee.

Questions regarding any of the above may be directed to Planning and Development Department, 1701 C Street, Washougal, WA 98671, (360) 835-8501.

**CITY OF WASHOUGAL
TEMPORARY USE APPLICATION**

DESCRIPTION OR PROPOSAL: _____

APPLICANT:

Name Phone

Address

City State Zip

PROPERTY OWNER (list multiple owners separately)

Name Phone

Address

City State Zip

CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact: _____

Name Phone

Address

City State Zip

LOCATION OF PROJECT:

Site Address _____ Cross Street _____
Serial #s of parcels included: _____
Comp Plan Designation: _____ Zoning: _____
Overlay Zone(s): _____ 1/4 of Sec: _____ Township: _____ Range _____

Total Acreage of Original parcel(s): _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.