



14 NW Division Street  
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Wilbur, WA 99185-0214

# Town of Wilbur

Office of the Clerk

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## APPLICATION FOR CONDITIONAL USE PERMIT

(For Office Use Only)

Application No. _____	Addition _____
Date of Filing _____	Block-Lot _____
Date of Hearing _____	Area Map _____
B. of A. Action _____	Rec'd by _____
Date _____	Findings of Fact _____
	Council Action _____

**NOTE TO APPLICANT:** Before preparing this application, read the information on Page 6-7 of this form.

I/We, the legal owner of real property situated at \_\_\_\_\_  
between \_\_\_\_\_ Street and \_\_\_\_\_ Street, the exact legal description of said  
property  
being

The above described property was acquired by Applicant on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**REQUEST:** To use the above described property for the following purposes:

(Use this space to identify the intended use involved.)

**NOTE TO APPLICANT:** It is the basic purpose of the Town of Wilbur Municipal Code Section 18.48 to protect property, improvements and persons against avoidable inconvenience, damage, hazard or loss by reason of locating or operating uses that are incompatible with the type of use for which certain areas and zones are defined. This Ordinance establishes the uses for which a Conditional Use Permit is required, and it is the responsibility of the Public Hearing s Officer in reviewing the application, to ascertain whether the intended use on the proposed site would conform to the stated purposes of the Ordinance. Therefore, the information presented in the following should be a complete as possible. Select only the items that apply to the proposed use.

1. What is the area of use zoned as? \_\_\_\_\_Commercial \_\_\_\_\_Industrial \_\_\_\_\_Residential  
\_\_\_\_\_Residential/Commercial

2. What is the name by which the proposed use is customarily identified?  
(i.e. business name)\_\_\_\_\_

3. What is its character? If not listed below, please identify.

<input type="checkbox"/> Retail - Commercial	<input type="checkbox"/> Is it wholly manufacturing?
<input type="checkbox"/> Business office only (warehouse elsewhere)	<input type="checkbox"/> Light
<input type="checkbox"/> Does it involve ware- housing or storage on premises?	<input type="checkbox"/> Heavy
<input type="checkbox"/> Borrow Pits	<input type="checkbox"/> Is it institutional use?
<input type="checkbox"/> Fire & Police Station	<input type="checkbox"/> Refuse disposal
<input type="checkbox"/> Partly manufacturing with retail on premises	<input type="checkbox"/> Airports
	<input type="checkbox"/> Cemetery, columbarium or mausoleum
	<input type="checkbox"/> Stadium

4. What are the products resulting from the operations? \_\_\_\_\_  
\_\_\_\_\_

5. What supplies and materials are to be kept or used on the premises? \_\_\_\_\_  
\_\_\_\_\_

6. If the use is manufacturing in any degree then, in terms of chemical composition of materials use, what are the types and amounts of each that will be stored on the premises at any one time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Does the use involve storage of large quantities of reserve supplies of materials to be processed? \_\_\_\_\_

8. Does the use involve storage of small quantities of materials to be processed which are brought in as needed? \_\_\_\_\_  
\_\_\_\_\_

9. Does the use involve large storage facilities for finished products such as those normally marketed seasonally? \_\_\_\_\_  
\_\_\_\_\_

10. Does the use involve only limited storage of finished products with distribution from the premises? \_\_\_\_\_  
\_\_\_\_\_

11. What is the square footage of ground space and floor space to be used for storage?  
 \_\_\_\_\_ Ground Space \_\_\_\_\_ Floor Space.
12. Is the storage space to be enclosed in a building, or in the open?  
 \_\_\_\_\_
13. If any of the materials used and stored in connection with this enterprise are hazardous, what is the nature of the hazard? What precautionary means will be employed to provide safety both to employees, customers and adjoining properties? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. How many persons are to be employed? \_\_\_\_\_ (total)  
     In the manufacture of the product \_\_\_\_\_  
     In the sale of the product \_\_\_\_\_  
     In any other capacity \_\_\_\_\_
15. What do you estimate will be the greatest number of persons on the premises at any one time, exclusive of employees? \_\_\_\_\_
16. What type and volume of trucking is involved? \_\_\_\_\_
17. What are the hours of peak loading and unloading? \_\_\_\_\_
18. What other type and volume of traffic would be generated? \_\_\_\_\_  
 \_\_\_\_\_
19. Would the establishment normally attract the public to the premises?  
     Visitors (daily) Number \_\_\_\_\_  
     Patrons (daily) Number \_\_\_\_\_
20. Will this enterprise be carried on outside of daylight working hours? \_\_\_\_\_  
     If so, what are the hours? \_\_\_\_\_
21. What types of power would be employed?  
     \_\_\_\_\_ Electricity \_\_\_\_\_ Gas \_\_\_\_\_ Atomic  
     \_\_\_\_\_ Internal Comb. Engine \_\_\_\_\_ Oil \_\_\_\_\_ Steam
22. What volume and type of noise results from operations on premises?  
 \_\_\_\_\_
23. Have you any evidence of the decibel rating of sound emanating from this or a similar operation? If so, what is it?  
 \_\_\_\_\_

24. What odors, fumes or smoke or dust result from the operations? \_\_\_\_\_

\_\_\_\_\_

Are they toxic or non-toxic? \_\_\_\_\_

What evidence do you present on these points? \_\_\_\_\_

25. Is there any sewage from the processes involved that would sterilize or overload the existing sewer facilities? \_\_\_\_\_

What are they? \_\_\_\_\_

26. What are the demands of this enterprise upon available public facilities and utilities?

Electricity \_\_\_\_\_

Sewage disposal \_\_\_\_\_

Refuse Disposal \_\_\_\_\_

Transportation (R.R. & Streets) \_\_\_\_\_

27. Explain in detail why this particular site is especially suited, if it is, for the intended purpose. \_\_\_\_\_

\_\_\_\_\_

28. Describe how the proposed use and improvements are designed and arranged to fit into the development of adjacent property and the neighborhood. \_\_\_\_\_

\_\_\_\_\_

29. Is the proposed use listed as a conditional use in the Zoning Ordinance under the zone classification of the property? \_\_\_yes \_\_\_no

Additional Comments:

OWNER'S AFFIDAVIT

STATE OF WASHINGTON) ss  
COUNTY OF LINCOLN)

I/WE, being duly sworn, depose and say that I am (we are) the OWNER (LESSEE) of the property involved in this application and that I (we) have familiarized myself (ourselves) with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this Application and that the foregoing statements and answers herein are thoroughly complete to the best of my (our) ability to represent the argument on behalf of the Application.

Phone Number \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

(Mailing Address)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State  
of Washington, residing in \_\_\_\_\_

CERTIFICATION

This is to certify that the foregoing application has been received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Town Clerk/Deputy Clerk

Requirements for filing application for conditional use permit

1. Filing Fee \$150.00
2. Application Form
3. SEPA Checklist (get online or ask for at Town Hall)
4. Photographs, plot plans, drawings or other supplemental information.
5. Map (if required)
6. Property owners within 300 feet radius

1. The Town of Wilbur requires a \$150.00 non-refundable filing fee paid at the time of application. A \$75.00 fee is required for each additional public hearing. Additional hearing fees shall be paid prior to hearing date.

2. Application must be filled out completely and signature page notarized.

3. Completed and signed SEPA Environmental Checklist (if required)

4. In the event the application for conditional use permits requires any building of/onto structures, accompany the application with 2 prints of a site plan, drawn to scale, showing the following minimum information:

- A. Lot lines and dimensions, including all easements.
- B. Legal description
- C. Vicinity map
- D. Location from property lines and dimensions of existing structures to remain and any proposed buildings or improvements; the height of all structures; and the total area of all remaining and proposed structures
- E. Off-street parking lot location and design, including all existing and proposed driveways.
- F. Street right-of-way lines, curbs, gutters and sidewalks, both existing and proposed.
- G. Proposed use of property
- H. Free-standing signs and lights
  1. Landscaping
- J. Fencing
- K. Setbacks
- L. Identify all utilities on property, mark locations on map
- M. Any other information felt necessary to aid in the consideration of the application.

5. Map of surrounding area if required.

6. List of all property owners within a 300 feet radius.

7. Upon approval of Conditional Use Permit, applicant is required to pay any and all necessary Lincoln County Assessor's document recording fees.

Within 35 days of receipt of an application, the Public Hearings Officer will hold a public hearing concerning the requested conditional use. Ten (10) days prior to the public hearing, a notice of time and place of the hearing will be published in the local newspaper and will be mailed to all property owners within 300 feet of the exterior boundaries of subject property. The Hearings Officer shall make a recommendation to the Town Council, if needed. The Town Council shall have 30 days to reach a decision.

All petitions, letters, data, photographs, sketches, drawings, documents, study reports or results, architectural and engineering renderings, and any item submitted by any persons, companies, agencies, and Town officials or staff prior to and or during public hearings in order to qualify for consideration by the Officer, shall become Exhibits for the related matter and shall be numbered, upon receipt, by the Officer. Further, in accordance with RCW 42.17.020, all such exhibits and items shall become part of the public record for said matter and be retained on file and kept available for public inspection at the Clerks Office for a period not to exceed six months unless, at the discretion of the Mayor, the Exhibits should be further retained due to pending litigation or for any other reason as determined by the Mayor.

From the date of filing the application to the date of any approval of the Conditional Use Permit is approximately 45 to 65 days, depending on calendar date, excluding the time needed to complete any required environmental review.

All legal documentation necessary for the application to be finished will be the responsibility of the Applicant.

