



CITY OF CHEHALIS
Community Development Dept.
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Conditional Use/PUD and Variance Application

17.09.115 Conditional use/planned unit development (PUD).

A. A permit to allow a conditional use or a planned unit development (PUD) may be approved when:

1. The use proposed in the application is not listed on the zoning use chart, CMC [17.78.020](#), or any special or environmental district use criteria (Divisions III and IV of this title) as a prohibited use in the zone or district in which the proposed use would be located; and
2. The procedures set forth in CMC [17.09.130](#), notice, have been followed; and
3. The examiner or planning commission has found that the proposed use is consistent with the objectives and purposes of this title and with the comprehensive plan; and
4. The examiner or planning commission has found that the proposed use is compatible with surrounding land uses and with the general character of the district in which it would be located; and
5. In the case of a conditional use permit allowing the continuance or reestablishment of a nonconforming use:
 - a. The nonconforming use possessed substantial value at the time of discontinuance; and
 - b. The owner can demonstrate substantial hardship if the conditional use is denied; and
 - c. No violations of this title nor any public nuisance would be created by the proposal if approved; and
 - d. The overall community will not be materially damaged by grant of the permit.

B. In considering an application for a conditional use permit or a PUD:

1. If the proposed use is identified in the zoning use chart, CMC [17.78.020](#); the shoreline master program (SMP) (Chapter [17.18](#) CMC and Appendix Chapter R); or any special district (Division IV of this title) as a listed conditional use, the burden to demonstrate that the proposal should be denied rests with the public;
2. If the proposed use is not identified in any use chart in this title as a listed conditional use, the burden to demonstrate that the proposal should be approved rests with the applicant.

C. In considering an application for a conditional use or PUD, the examiner or planning commission may impose modifications or conditions on the application necessary to ensure compliance with this title and the comprehensive plan. Such modifications or conditions may relate to the following:

1. Size and location of the site;
2. Street and road capacities in the area;
3. Ingress and egress to adjoining public streets;
4. Location and amount of off-street parking;
5. Internal traffic circulation system;
6. Fencing, screening, and landscaped buffer areas;
7. Building bulk and location;
8. Usable open space;
9. Signs and lighting;
10. Drainage of storm water;
11. Noise, vibration, air pollution and other environmental influences; and
12. Other pertinent factors.

D. All approved site plans relating to conditional uses and PUDs, including modifications and conditions, shall be made a part of the permanent address file and any development permit for the property.

E. No approved conditional use permit or PUD may be modified, enlarged, or expanded in ground area unless the site plan is amended and approved in accordance with any variance procedures applicable to such proposal.

F. A conditional use permit approved by the examiner and issued by the administrator shall expire 90 days from the date of issuance if no substantial activity has occurred to implement the approved proposal. A PUD approved by the planning commission shall expire 180 days from the date of approval if no substantial activity has occurred to implement the approved proposal. [Ord. 720B § 1, 2002.]

17.09.120 Variance.

A. Where unnecessary hardships or practical difficulties resulting from peculiarities of a specific property render it difficult or inequitable to carry out all provisions of this title, the examiner shall have the authority to grant a variance if all the following conditions are met:

1. The variance will not constitute a grant of special privilege inconsistent with the limitation upon development of other properties in the vicinity and zone in which subject property is located; and
2. Such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to provide it with development rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; provided, that such unusual circumstances or conditions have not been created by action or acquiescence of the applicant; and
3. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated; and
4. The granting of such a variance will not be inconsistent with the comprehensive plan; and
5. The variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of any adjacent property.

B. An application for a variance shall be accompanied by a written statement as to how the request is consistent with subsection (A) of this section and the burden of demonstrating such consistency lies with the applicant. In authorizing a variance, the examiner or planning commission may attach thereto such conditions regarding the location, character, or other features of the proposed structures or uses as it may deem necessary to carry out the intent of this title.

C. Unless another time limit is established during the approval process, a variance so authorized shall become void after 90 days if no substantial construction has taken place in accordance with the plans for which the variance was authorized. [Ord. 720B § 1, 2002.]

THE APPLICANT OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING.

A DIMENSIONED SITE PLAN MUST BE ATTACHED TO THIS APPLICATION SHOWING ALL OF THE FOLLOWING ITEMS:

1. Size and location of the parcel.
2. Streets, roads and external traffic flow routes in the area.
3. Ingress and egress routes.
4. Location and amount of both on-street and on-site parking spaces.
5. Internal traffic flow routes.
6. Fencing, screening and landscaped buffer areas.
7. All existing and proposed buildings.
8. Usable open space.
9. Signs and lighting.
10. Drainage flow of storm water.
11. Noise, air pollution and other environmentally sensitive sources/areas.
12. Directional arrow (north)
13. Any other pertinent factors.

A FLOOR PLAN OF ALL STRUCTURES IS ALSO REQUIRED FOR ANY NEW DEVELOPMENT OR CHANGE OF USE/OCCUPANCY.

APPLICATION FEE –

- **Pass through fee for either Conditional Use or Variance: Submittal fee \$200**
The applicant is responsible for Hearings Examiner fees over \$200 not to exceed \$500
- **Fee for Planned Unit Development is \$300**
- **SEPA fee is \$200.**

(NOTE: A conditional use for non-residential development and/or PUD application will require a SEPA checklist and the SEPA fee. Typically, no SEPA is required for Variances)

Receipt # _____ Date received: _____ Project #: _____

THE PUBLIC HEARING FOR THIS APPLICATION WILL BE held in the Council Chambers located at Chehalis City Hall, 350 N Market Blvd., Chehalis, WA 98532

Submit with Cover Sheet

Choose one: ☐ Conditional Use ☐ Planned Unit Development (P.U.D.)
☐ Variance

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ANSWER ALL OF THE FOLLOWING QUESTIONS IN COMPLETE DETAIL:

1. WHAT IS THE USAGE OF OTHER SURROUNDING PROPERTIES IN THE VICINITY OF THIS PROPOSAL?

2. IS THERE A UNIQUE CIRCUMSTANCE RELATIVE TO YOUR PROPERTY, BUT NOT THE REST OF THE NEIGHBORHOOD, THAT MAKES THE CONDITIONAL USE OR VARIANCE NECESSARY? Such as, size, shape, topography, location, surroundings, etc.

3. WILL THIS PROPOSAL, IF GRANTED, AFFECT ANY OTHER ADJACENT PRIVATE OR PUBLIC PROPERTY IN ANY PHYSICAL MANNER OR BE MATERIALLY DETRIMENTAL? _____

4. WILL THIS PROPOSAL, IF GRANTED, AFFECT THE VISUAL CHARACTERISTICS OF THE NEIGHBORHOOD? _____

5. WILL THIS PROPOSAL, IF GRANTED, AFFECT THE COMPREHENSIVE PLAN FOR THE ZONE, VICINITY, OR NEIGHBORHOOD? _____

6. IS THIS PROPOSAL A CONTINUANCE OR RE-ESTABLISHMENT OF A PRE-EXISTING NONCONFORMING USE? PLEASE EXPLAIN: _____

7. WILL A SUBSTANTIAL HARDSHIP BE CREATED IF THIS PROPOSAL IS DENIED? _____

8. WILL THIS PROPOSAL, IF GRANTED, CREATE A VIOLATION OF THE CHEHALIS MUNICIPAL CODE OR A PUBLIC NUISANCE AS DEFINED BY TITLE 7?

ADDITIONAL COMMENTS: _____

The city may require additional information to explain the nature and scope of the proposal and its impact on the vicinity or neighborhood in sufficient detail to perform the required analysis.