

## CONDITIONAL AND SPECIAL USE PERMITS

### GENERAL INFORMATION

This handout contains general information and submittal requirements needed to apply for a Conditional or Special Use Permit.

Conditional Use and Special Use Permits are required when a property owner wishes to locate certain uses that are specified within the City's zoning code on their property. Certain Conditional Use and Special Use Permits can be granted administratively and some require the City's Hearing Examiner to grant them after holding a public hearing.

### EARLY CONSULTATION

Prior to submitting Conditional or Special Use applications, Applicants are required to apply for a pre-application meeting to discuss the proposal and to determine what materials need to be submitted for a technically complete application. The Department will provide assistance and detailed information on the City's requirements and standards.

### COMPLETE APPLICATION REQUIRED

The City is not able to accept an application that does not have all of the required items listed on the following pages. To accept your application, each of the items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

Please note that Applicants are required to call or email the Department to schedule a permit intake meeting. In addition, the items listed below are only for the Land Use review of a project. Most projects will need other permits that will require separate submittals.

### PROCESS AND TIMING

Following are general timelines associated with Conditional and Special Use Permits. However, actual timelines will vary depending on how complex your project is, how many correction to your permit materials you need to make once submitted to the City, and how quickly and completely you respond when staff requests corrections to your application materials.

- Administrative Conditional and Special Use Permits with few corrections during the review process can generally be approved in two – three months.
- Hearing Examiner Conditional and Special Use Permits with few corrections during the review process can generally be approved in three - four months.

### OTHER NOTEWORTHY ITEMS

- Applicants are responsible for submitting complete applications.
- The City's permit portal contains copies of the forms identified within this handout that are required to be filled out and submitted.
- Only after completing this land use process are Applicants able to submit construction related permits, e.g. Building Permit(s) and/or Fill & Grade Permit(s).

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## SUBMITTAL REQUIREMENTS FOR CONDITIONAL AND SPECIAL USE PERMITS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant’s request, and either approve or disallow the waiver, in writing.

All of the below listed items must be submitted to the City in an electronic format that complies with the City’s Electronic Document Requirements. These submittal items are required to be submitted to the City **AT THE SAME TIME**. Application fees are required to be paid when an application is submitted to the City. The total fee amount will be determined when the permit is submitted.

### FORMS REQUIRED TO BE COMPLETED

The Master Land Use and Site Plan forms are required to be downloaded from the City’s permit portal at:  
<https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home>

#### MASTER LAND USE AND AGENT AND AUTHORIZATION (IF APPLICABLE) FORMS

These are forms on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. The current owner(s) of the land must provide their notarized signatures on this form.

#### CONDITIONAL AND SPECIAL USE PERMIT SUPPLEMENTAL INFORMATION

A series of questions required to be completed by the Applicant providing information necessary to determine code compliance. This supplemental form must be downloaded from the City’s Permit Portal and completed.

#### SITE PLAN REQUIREMENTS

This is a handout that outlines all of the items required to be on a code-compliant site plan.

### REQUIRED TECHNICAL REPORTS/MATERIALS

#### LEGAL DESCRIPTION

A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).

#### SITE PLAN

Is a fully dimensioned, to-scale, plan drawn by a state of Washington licensed architect or engineer containing (at a minimum) the following information:

- A. Scale, north arrow, and legal description;
- B. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements;
- C. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters, sidewalks, median islands, and street trees;
- D. Landscaped areas and irrigation meters with landscaping calculations complying with Chapter 17.93.
- E. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands;
- F. Off-street parking layout and driveways;
- G. Lighting and sign structures (new and existing);
- H. Location and proposed screening of garbage containers and recycling storage;
- I. Fire hydrant locations (new and existing) within 300 feet of building;
- J. Existing utilities and connection to existing and/or new utilities;
- K. All wells and septic systems located on or near the project site shall be identified;
- L. General notes addressing the following:
  - i. Name of the project;
  - ii. Name, address, and telephone number of owner and agent(s);
  - iii. Zoning and comprehensive plan designations of the site;
  - iv. Area, in square feet and acreage, of the project site;
  - v. Reference to the current building code;
  - vi. Proposed use, occupancy group, construction type, and number of units in each building;
  - vii. Square footage and height of each individual building;
  - viii. Percentage of lot coverage and square footage of all landscaping;
  - ix. Proposed building setbacks; and,
  - x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping.

## OTHER ITEMS

### TITLE REPORT

A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. **COPIES OF ALL THE ENCUMBRANCES LISTED WITHIN THE CERTIFICATE OR REPORT SHALL BE PROVIDED.**

### PROJECT NARRATIVE

A clear and concise description and summary of a proposed project, including:

- a. Project name, size and location of site;
- a. Zoning and Comprehensive Plan designations of the site and adjacent properties;
- b. Current use of the site and any existing improvements;
- c. The proposed number, size, and density of the new lots;
- d. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature;
- e. Statement addressing soil type and drainage conditions;
- f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
- g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- h. Total estimated construction cost and estimated fair market value of the proposed project;
- i. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- j. Number, type and size of trees to be removed; and,
- k. Explanation of any land to be dedicated to the City.

## ADDITIONAL SUBMITTALS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of additional items that could be required to be submitted when certain uses are proposed or circumstances exist on or near a site. General information regarding each of these submittals is outlined below. A complete definition of what each of the following items are required to consist of is outlined in the Definitions section of Chapter 14.05, Procedures, of the MVMC. Planning staff will determine if any of the following submittals are required to be submitted as part of the Pre-Application Meeting process.

- A. ARCHITECTURAL ELEVATIONS:** are to-scale, fully dimensioned plans that show each exterior elevation of a structure. These plans are required when Design Standards are triggered and with applications where structure height and/or exterior appearances need to be analyzed.
- B. ARCHITECTURAL FLOOR PLANS:** are to-scale, fully dimensioned plans showing the view from above of the relationships between rooms, spaces, traffic patterns, and other physical features of a structure. The building layout identifying walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas all need to be shown.
- C. CRITICAL AREA REPORTS:** In general, Critical Area reports are required when wetlands and/or streams are located on or near a site. Critical Area Mitigation plan(s) could also be required, depending on the project proposal. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- D. DESIGN STANDARD PLANS:** applications opting or required to use the Design Standards & Guidelines (that are adopted by reference within MVMC 17.70) must submittal these plans.
- E. GEOTECHNICAL REPORT:** In general, Geotechnical Reports are required when work is proposed on or near slopes in excess of 15% and/or known landslide hazard areas. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- F. LANDSCAPE PLANS:** are to-scale, fully dimensioned plans that show compliance with the City’s landscaping requirements codified in Chapter 17.93 MVMC.
- G. STORMWATER DRAINAGE REPORT:** In general, Stormwater Drainage Reports are required when an applicant is proposing to add or replace more than 2,000 square feet of impervious surfaces. See Mount Vernon Municipal Code Chapter 13.33 for additional information.
- H. SURVEY:** is a to-scale, fully dimensioned map prepared by a Professional Land Surveyor (PLS) licensed in the State of Washington. Property where survey information is not available, when setback reductions below minimum requirements are requested, and other similar circumstances could require submittal of a survey.