



CITY OF PORT ORCHARD
Planning Department
 216 Prospect Street
 Port Orchard, WA 98366
 Phone (360) 876-4991 • Fax (360) 876-4980

Date Received: _____ By: _____ Receipt #: _____ File #: _____

CONDITIONAL USE PERMIT (CUP) APPLICATION

FEES:

- Conditional Use Permit: \$600
- SEPA (if required): \$250
- Hearing Examiner fee (required on all applications):
 - For a Single Family Residence or a Home Occupation: \$700
 - For all others: \$2500 deposit + \$250 administrative fee

A Pre-Application meeting is required prior to submitting this application. See Land Use Form 011.

INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

This application must include the following, unless specifically waived by the Planning Department:

- ONE original notarized** Application, plus two copies **(3 total)**
- ONE original** Contact Information sheet (attached)
- ONE original** authorization letter, signed by the owner, which states the name and contact information for an authorized agent, if there is one.
- ONE** Property Owners List (see attached instructions) which includes:
 - Names and addresses of property owners within 300' but not less than two parcels deep
 - Map showing the parcels within 300' but not less than two parcels deep
 - Signed statement verifying Property Owners List (form attached)
- Mailing labels for the list of property owners **(3 sets)** (See attached instructions)
- Complete legal description of the property, including tax parcel number(s) **(3 copies)**
- Conceptual drainage plan and report **(3 copies)**
- Project narrative: a complete and detailed description of the proposal **(3 copies)**
- Statement addressing each of the decision criteria referenced in POMC 16.35.010 (3a - g) **(3 copies)**
- SEPA Environmental Checklist, if required **(3 copies)**

If application is for Single Family Residence or Home Occupation:

- Detailed site plan showing building(s), landscaping, parking, and other significant features:
 - 11" x 17" **(6 copies)**
 - 8 ½" x 11" **(1 copy)**

For all other applications:

- Engineered and survey drawings showing topography, building elevations, and drainage infrastructure:
 - 3 sets:** 18" x 24"
 - 3 sets:** 11" x 17"
 - 1 set:** 8 ½" x 11"
- CD-ROM which contains all submitted documents**, in either Adobe PDF or Microsoft Word format, including the statement addressing each of the applicable decision criteria listed in POMC in Word format.

Other documentation may be required other than what is listed above.

File #: _____

PROPERTY OWNERS LIST VERIFICATION

I, _____, do hereby certify that the attached names and addresses are for the property owners within 300' of my property lines, and not less than two parcels deep, and are true, correct, and complete to the best of my knowledge.

Dated this _____ day of _____, 20____.

Signature

Print Name: _____

INSTRUCTIONS FOR PROPERTY OWNERS LIST AND LABELS

Property Owners List Instructions:

1. The statement on page 4 must be completed and signed, certifying that the attached names and addresses are for the property owners within a radius of 300' of your property lines, but not less than two parcels deep, and are true and correct to the best of your knowledge.
2. Print the list of property owners and their addresses and attach it to the signed statement. You may use a copy of your mailing labels (using plain paper).
3. Print a map which identifies your property and the surrounding property within a radius of 300', but not less than two parcels deep, and attach it to the list of names and the signed statement.
4. Incomplete addresses will delay processing of your application.
5. If you have any questions, call (360) 876-4991.

Mailing Label Content Instructions:

Attached is a sample list identifying surrounding property owners within 300' but not less than two parcels deep, measured from the corners of your property.

- ALL ADDRESSES MUST BE TYPED AND COMPLETE USING SELF-STICK MAILING LABELS. Use the attached format.
- Type the tax account number at the top of each address. If there is room, two tax numbers with the same owner & address can be combined (see example in second column of sample list).
- The full tax number must be used. Be sure to include the last 2 digits which are present in the assessor's listing but not on the map.
- If there are two addresses for one tax number – i.e. a mailing address and a site address (see SITUS on assessor's listing) – both addresses must be used (see Jane Doe examples).
- If the address listed is a mortgage company, make label for the mortgage company (including the owners name and account number) and for the site address – if provided.

NOTE:

If there is no site address listed, it can usually be found in the telephone book, provided you know the owner's name. If it is not listed then you must go to that address and find the house number.

You can also check with the Kitsap County Assessor's Office, For a small fee they may print out the 300' property owner's addresses.

**SAMPLE
ADDRESS
LIST**

4050-1-023-0004 John Doe 111 Doe Street Port Orchard, WA 98366	252401-3-017-2003 4059-006-009-0000 Dave Smith 111 Smith Street Port Orchard, WA 98366	4027-019-008-0003 Jane Doe (111640426) C/O American MTGE., Co. 223 Water Street Chicago, IL 86531-1234
4027-019-008-0003 Jane Doe 211 Smith Street Port Orchard, WA 98366		