

TOWN OF LYMAN

PO Box 1248

Lyman, WA. 98263

clerk lyman@msn.com TownofLyman@msn.com



Ph (360) 826-3033

Fax (360) 826-6473

www.townoflyman.com

CONDITIONAL USE PROCEDURE

CONDITIONAL USE PERMIT FEES

Conditional Use, General = \$1160.00 (\$1000+ \$50 mailing fee + \$110 publication fee)

Mini Daycare in the Home = \$360.00 (\$200 + \$50 mailing fee + \$110 publication fee)

Home Occupation requiring Conditional Use Permit = \$360.00 (\$200 + \$50 mailing fee + \$110 publication fee)

Amendment to Conditional Use Permit = \$200.00

Conditional uses are not allowed outright, but are included in a list of conditional uses, which may only be permitted if the project conforms to specific criteria. As with all land use permits, reasonable conditions may be placed on approval.

The procedure is as follows:

Complete the application form and provide a list of the names and addresses of all property owners within 600 feet of the site to the town clerk. That information is available at the County Assessor's office. A filing fee is required. Environmental review may also be required, depending on the specific facts of the case at hand. Submit application along with 8 copies of the site plan and building elevations if applicable, on 11" x 14" or larger for the town council meeting.

Public Notice is provided by the Town of Lyman as follows:

Notice of Application. Notice is published in the newspaper, mailed to all property owners within 600 feet and published in the newspaper, starting a fourteen (14) day comment period.

Notice of Public Hearing. Notice of the public hearing before the town council is published in the newspaper, mailed to all property owners with 600 feet of the site. It is also provided to any parties of record who may have commented on the Notice of Application. The notice of application and public hearing may appear in the same newspaper as one notice.

Action by the Town Council. One open public hearing is required before the town council, provided that a closed record appeal may be held in the event that a request for further consideration is filed:

1. Any person substantially affected by or interested in the town council's consideration regarding a conditional use permit decision may submit in writing to the town council a "request for further consideration", which shall be filed with the town clerk by 4:00p.m. of the fifteenth calendar day following the date of mailing of the town councils consideration. When the last day of the request period so computed is a Saturday, Sunday, or federal or town holiday, the request period shall run until 4:00p.m. on the next business day. The request shall clearly identify specific objections to the town councils consideration's facts missing from the record and the relief sought.
2. After town council receipt of the request for further consideration, the town clerk shall mail a copy of the request for further consideration and instruction for those responding to the request to those individuals who were provided written notice of the town council's action, the parties of record. Such notice shall be mailed at least seven days prior to the date of the town's closed public hearing to consider the request for further consideration.
3. If there is no request for further consideration, town council action shall be based on the information in the application itself. The town council may allow oral or written arguments based on the information in the application.
4. If the town council examines the application and determines that a factual error exists or that essential information is missing the town council may:
 - a) Return the application and withdraw their consideration until all information required is supplied by the applicant.
 - b) Open the application to correct the factual error or receive the new information. The town council shall conduct a hearing on the new or corrected information. The town council may hear testimony from those present, and may accept written or oral argument based on the information in the application. Notice of the hearing shall be mailed at least seven days prior to the hearing to the parties of record.

Appeals of Decision/ by Applicant = \$200
Appeals of Decision/ by other =\$25

TOWN OF LYMAN

PO Box 1248

Lyman, WA. 98263

clerk lyman@msn.com Townoflyman@msn.com



Ph (360) 826-3033

Fax (360) 826-6473

www.townoflyman.com

CONDITIONAL USE APPLICATION

Shaded area for official use only

C.U. # _____

Date Filed _____

Receipt Number _____

NAME _____ PHONE _____

ADDRESS _____

ADDRESS OF PROPERTY IF DIFFERENT _____

PARCEL NUMBER (S) _____

ZONING CLASSIFICATION _____

WHAT DO YOU WISH TO USE THE PROPERTY FOR _____

A. AN APPLICATION SHALL BE REQUIRED FOR APPROVAL OF A CONDITIONAL USE PERMIT WHICH SHALL ***INCLUDE A SITE PLAN THAT ILLUSTRATES THE FOLLOWING:***

- _____ 1. VICINITY MAP;
- _____ 2. MAP, ADDRESS, PHONE NUMBER OF PROPERTY OWNER;
- _____ 3. NAME, ADDRESS, PHONE NUMBER OF ENGINEER OR AGENT;
- _____ 4. BOUNDARIES AND DIMENSIONS OF PROPERTY;
- _____ 5. ADJACENT PUBLIC STREETS;
- _____ 6. EASEMENTS, EXISTING AND PROPOSED;
- _____ 7. LOCATION AND SIZE OF ALL EXISTING AND PROPOSED UTILITIES;
- _____ 8. LOCATION OF BUILDINGS, INCLUDING SETBACKS;
- _____ 9. LOCATION AND LAYOUT OF OFF-STREET PARKING;
- _____ 10. LOCATION AND HEIGHT OF FENCES;
- _____ 11. LOCATION AND SIZE OF SIGNS;
- _____ 12. LANDSCAPE DETAIL;
- _____ 13. INDICATION OF HEIGHT OF BUILDINGS.

- B. THE SITE PLAN SHALL BE PROPERLY DIMENSIONED AND DRAWN TO SCALE.

PLEASE INDICATE BELOW HOW YOUR PROPOSAL WILL SATISFY THE CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

- A. The use will have no more adverse effect on the health, safety or comfort of persons living or working in the area, and will be no more injurious, economically or otherwise to property or improvements in the surrounding area, than would any use generally permitted in the district. Among matter to be considered are traffic flow and control, access to and circulation within the property, off-street parking and loading, refuse and service areas, utilities, screening and buffering, signs, yards and other open spaces, height bulk and location of structures, location of proposed open spaces, hours and manner operation, and noise, lights, dust, odor, fumes and vibration.

- B. The proposal is in accordance with the goals, policies and objectives of the Comprehensive Plan.

- C. The proposal complies with all the requirements of this title.

- D. The proposal can be constructed and maintained so as to be harmonious and appropriate in design, character, and appearance with the existing or intended character of the general vicinity and provides a high quality of development.

- E. The proposal will not adversely affect the public infrastructure.

**NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 600 FOOT
RADIUS OF ANY PORTION OF THE LAND WHICH IS BEING ADVERTIZED FOR
PUBLIC HEARING.**

***THE ONLY LIST OF OWNERS NAMES & ADDRESSES THAT WILL BE ACCEPTABLE
MUST BE CREATED BY: The Skagit County Assessor's Office.***

THIS LIST ALONG WITH THE MAP SHOWING THE 600' AREA MUST BE SUBMITTED
TO MAKE THIS A COMPLETE APPLICATION. **No other list will be accepted.**

SKAGIT COUNTY ASSESSOR'S OFFICE

Administration Building, Room 204

700 South 2nd Street

Mount Vernon, WA 98273

Phone: (360) 336-9370

Fax: (360) 336-9308