



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
 (425) 333-4192 phone • (425) 333-4336 fax • www.carnationwa.gov

SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

APPLICANT: Please complete the following and submit information electronically as requested.

Applicant Name:		Phone:
Mailing Address:		
Email:		Fax :
Site Address:		Assessor's PIN:
REQUIRED	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan-set. Plan set shall include: <ol style="list-style-type: none"> 1. Cover sheet 2. Existing Site Survey 3. Site Plan 4. Landscape Plan, if required per CMC 15.76 5. Drainage and Grading Plans, if required 6. Elevations of proposed buildings 7. Preliminary Civil Drawings, if required by the Public Works Director 8. Cross Section Details, if required by the Public Works Director All plans shall meet the specific requirements listed below as well as the General Requirements for all plans.
<input type="checkbox"/>	<input type="checkbox"/>	Reduced Site Plan Map – 8 1/2” x 11
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map Clearly depict the site in relation to arterials, municipal boundaries and other relevant landmarks. Show the uses and zones of neighboring properties.
<input type="checkbox"/>	<input type="checkbox"/>	Special Use Permit Fees per Fee Resolution: Per CMC 5.32.050, the City will bill the applicant for costs to the city over and above the deposit. Please note that other fees may be required as part of the Special Use Permit process (e.g., SEPA, Critical Areas Review, Drainage Plan Review, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	List of all property owners and their mailing addresses within a 300’ radius. Please include parcel numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Map
<input type="checkbox"/>	<input type="checkbox"/>	Completed Environmental Checklist as found in WAC 197-11-960 summarizing the impacts the proposed development will have on the natural and human elements of the environment, if project is not exempt from SEPA per WAC 197-11 and CMC 14.04. (6 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Application fee for SEPA review if applicable. (Note that an additional fee will be charged in the event that a Mitigated Determination of Non-Significance is issued).



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<input type="checkbox"/>	<input type="checkbox"/>	Title Certificates (Reports) indicating the ownership of real property parcels which are to be included in the special use permit. All persons having title interest in the property shall be required to sign all documents relating to the application.
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report prepared in accordance with CMC 15.88.200 (E) if the city determines that the proposed site may include, is adjacent to or that the proposal could have probable adverse impacts to any critical areas.
<input type="checkbox"/>	<input type="checkbox"/>	A Floodplain Habitat Assessment and Mitigation report that follows Regional Guidance from FEMA, prepared by a qualified professional as defined in CMC 15.88.700, if the proposed project is within an area of special flood hazard as shown in the effective FIRM.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
<input type="checkbox"/>	<input type="checkbox"/>	Lists of any other development permits or permit applications that are being filed for the site.
<input type="checkbox"/>	<input type="checkbox"/>	A written summary of the proposal, including the objectives of the proposal, the sections of the municipal code which require approval of the application, and the relationship of the arrangement of buildings and other structures, parking, landscaping, etc. to those objectives and to the development and use of adjoining properties. As part of that summary, please address how the proposed special use meets the criteria outlined CMC 15.18.040(A).
<input type="checkbox"/>	<input type="checkbox"/>	A written description of the proposed operations of the use, including hours of operation, estimated number of employees and/or occupants, and any proposed storage or use of hazardous materials.
<input type="checkbox"/>	<input type="checkbox"/>	If the project is to be developed or occupied in phases, a schedule for each phase.
<input type="checkbox"/>	<input type="checkbox"/>	Other:



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Special Use Permit Submittal Requirements:

1. **Cover sheet.** Required for all applications. Cover sheet shall contain the following information:
 - a. Title of Proposal
 - b. Legal Owner's address
 - c. Agent's address
 - d. Name, address and phone number of all engineering or other firms working on development
 - e. Small scale vicinity map
 - f. Legal description
 - g. IBC classification of all proposed buildings
 - h. Use of building, or occupancy, per IBC, for all proposed buildings
 - i. Type of construction (e.g., concrete, steel, etc.) per IBC
 - j. Gross site area in square feet and acres.
 - k. Total gross floor area (as measured from the exterior surface of each exterior wall) of the uses for which the special use permit is sought.
 - l. Adjusted gross floor area (defined as the total of all floor areas of a building measured from the interior surface of each exterior wall of the structure, excluding stairwells and elevator shafts, mechanical rooms, janitorial sink rooms, restrooms, attic space and interior vehicular parking or leading, and all floors below the first or ground floor, except when used or intended to be used for human habitation or service to the public. Hallways, lobbies, conference rooms, enclosed porches and balconies shall be included in the gross floor area). The adjusted gross floor area may be used to calculate the required parking or other requirements.
 - m. Total square footage of impervious and pervious surface called out by type, including building footprint (pervious and impervious = 100%)
 - n. Number of proposed dwelling units, if applicable
 - o. Total number of proposed compact, standard and barrier free/van parking stalls.
 - p. Any manufacturing process/hazardous materials to be used on site.
 - q. Material Safety Data Sheets (MSDS) for hazardous materials to be used or stored.
 - r. Listing of any and all permits required, including those outside the City of Carnation.

Please conform to the General Requirements for Plans.



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2. **Existing Topographic Boundary Site Survey** at a scale of 1" = 20'. Required for all applications. Existing Site Survey shall include:
 - a. Stamp of licensed surveyor or professional engineer
 - b. Topographic plans shall extend 25 feet beyond the exterior property lines and detail all natural and manmade features. Use NAVD-88 as the vertical datum for the topographic survey.
 - c. Show property lines, including distances, bearings, and corner markings.
 - d. Locate and label all existing right-of-way improvements including centerline, curb, sidewalk and all surface hardware. Distances to right-of-way centerline and width or right-of-way are required.
 - e. Include location, name or number of all streets and alley adjacent to the site as well as off-site easements or private streets that provide access from the site to a public road. Include King County recording number with all easements.
 - f. Show the location of all existing utility, open space, drainage, native growth protection, and access easements.
 - g. Indicate existing location of water lines, sewer lines, storm lines, utility vaults, hydrants, fire department connection, electrical equipment pads, flag poles, mailboxes, all exposed HVAC equipment, traffic signs, and routes of underground utilities,
 - h. Show all significant trees and significant stands of trees as defined in CMC 15.08.
 - i. Show surface elevation at each corner of the site.
 - j. Indicate all streams, ditches, channels, bridge, culverts, and catch basins. Indicate direction of flow

Please conform to the General Requirements for Plans.

3. **Site Plan** at a scale of 1" = 20' or other as determined by the City Planner. Required for all applications. Site Plans shall include:
 - a. Finished grade contours.
 - b. All property lines including bearings, distances and corner markings.
 - c. All on-site easements, dedicated areas and open space areas.
 - d. Locations, overall dimensions and use of all existing and proposed on-site buildings. Show distances from building walls to property lines.
 - e. All proposed and existing uses, zoning and property boundaries within 100 feet of any boundary of the site.



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- f. Existing driveways adjacent to the site and on properties on the opposite side of the roadway or easements facing the property.
- g. The location and identification all critical areas within 500 feet of any boundary of the site.
- h. The location and size of water bodies and drainage features, both natural and man-made, within 500 feet of any boundary of the site.
- i. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and recreation spaces within or adjacent to the site.
- j. The location and size of utility trunks serving the site and all proposed sanitary sewer, storm drainage and water lines.
- k. Building setback lines.
- l. Label, number and dimensions of all standard, compact and handicapped parking stalls and loading areas.
- m. The layout of streets, their names and widths of easements. The names of the streets shall conform to the names of corresponding streets and to the general system of naming used in the city. Show streets and driveway slopes in percent of grade.
- n. Indicate width, materials and location of all internal walkways and connections to public sidewalks or rights-of-way.
- o. Indicate locations of mailboxes, utility vaults, hydrants, electrical equipment pads, flag poles, traffic signals, power poles, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water and sewer. Include those adjacent to the site.
- p. Indicate all existing and proposed rockeries and retaining walls and indicate their height.
- q. Indicate length, height, color treatment and materials of all proposed walls and fences, including dumpster enclosure.
- r. Indicate all improvements to be placed within right-of-way.
- s. Freestanding sign location and wall sign locations shall be included if sufficient detail is available.
- t. All exterior light fixtures shall be noted as to location, type and wattage.
- u. Show all site amenities, e.g., benches, tables, fountains, bicycle racks, garbage receptacles, etc.

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4. **Landscape Plan**, at the same scale as the Site Plan, if required per CMC 15.76. Landscape Plans shall include:
- a. Locate and label all existing and proposed vegetation and indicate vegetation to be saved.
 - b. List all existing and proposed plants, including symbol, quantity, size, common and botanical names and spacing. Include all plants proposed for rights-of-way
 - c. Provide planting details (soil mix, planting depth and width, and bark mulch depth).
 - d. Show all existing and proposed utilities, i.e., power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings, in a faded layer.
 - e. Show proposed berm locations and size.
 - f. Indicate location of existing and proposed rockeries and retaining walls.
 - g. Show location of proposed buildings, parking areas, accessory structures and access.
 - h. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.

Please conform to the General Requirements for Plans listed below

5. **Drainage/Grading/Erosion Control Plans** if required. Such plans shall include:
- a. Topographic lines extending 25' beyond the exterior property lines and detail of all natural and manmade features.
 - b. Include existing as well as proposed contours at intervals of no greater than 2 feet.
 - c. Indicate all surface water features, floodplains and/or wetlands.
 - d. Location of all contributing off-site drainage.
 - e. Location of existing storm drainage system, if any.
 - f. Indicate pollutant separation location.
 - g. Indicate detention/retention as well as ponding areas.
 - h. Show all biofiltration areas.
 - i. Location of all proposed impervious surfaces and their square footages.
 - j. Provide an explanation of the basis for preliminary sizing of storm drainage infiltration and water quality facilities. The City has adopted the Department of Ecology Stormwater Management Manual for Western Washington, as adopted by reference by CMC 15.64.230.
 - k. Show all rockeries and retaining walls.



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1. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.

Please conform to the General Requirements for Plans listed below.

6. **Elevations..** Elevations shall:

- a. Provide drawings of all exterior elevations.
- b. Show existing and proposed intended ground lines for all elevations.
- c. Indicate elevations and height of all walls, maximum building height proposed measured from existing and proposed ground lines and maximum site slope as well as berms.
- d. Indicate roof overhang, pitch of roof and mechanical equipment and its screening.
- e. Indicate doors, windows and skylights, including color and materials.
- f. Indicate location, size and materials of all decks.
- g. Detail all building, parking lot and pedestrian area illumination fixtures, including type and wattage and color (if colored lighting). Include manufacturer's specifications if available.
- h. Provide information on freestanding and wall signs, including size, colors, materials, illumination type and graphics, if available.
- i. For HVAC, dumpster or other enclosures, provide dimensions, materials and colors.
- j. Provide detail on materials, color and dimensions of all fencing, including detention ponds.
- k. All exterior colors and materials shall be called out and located on the elevation drawings.

7. **Preliminary Civil Drawings.** The following may be required by the Public Works Director.

- a. Water plan
- b. Sewer plan
- c. Roadway plan

8. **Cross Section Details** may be required by the Public Works Director. Cross section details shall include:

- a. All sidewalks and pedestrian trails shall be detailed in a single line scale drawing. The drawings shall begin at the parking stall wheel stop extend through the curb, gutter and sidewalk and end at the outer boundary of the



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sidewalk. All pedestrian trails shall also be detailed in a single line scale drawing.

- b. All right-of-way improvements shall be detailed, including distance to centerline, grades, materials, sidewalk width, landscaping area, curb and gutter and other required improvements.
- c. All landscape berms shall be detailed in a single line scale drawing.
- d. All rockeries and retaining walls higher than 4 feet shall be detailed in a single line scale drawing. This sectional drawing shall begin at the building wall, extend through the rockery/retaining wall and end at the outer boundary of grade disturbance resulting from construction activity.



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The following is an excerpt from Carnation Municipal Code Title 15 – Land Use Code which addresses submittal requirements for project permit applications. Please refer to the Carnation Municipal Code and the City of Carnation Street and Storm Sewer System Standards for complete regulations and requirements.

Section 15.09.120 Project permit application submittal requirements.

A. Applications for all project permits shall be submitted to the city upon forms provided by the city planner. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

1. A completed project permit application form;
2. A sworn statement made before a notary public and under penalty of perjury by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
3. A property and/or legal description of the site for all applications, as required by the applicable development regulations;
4. The applicable fee; and
5. Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by this chapter.

B. In addition, each submittal of a project permit application shall contain the following information, where applicable:

1. Evidence of adequate water supply as required by RCW 19.27.097;
2. Evidence of sewer availability;
3. Information on the capacity of existing storm water conveyance and control facilities;
4. Any information required by any other applicable provision of this title; and
5. Any other information determined by the city planner to be relevant and material to review of the proposed project or development.

15.18.020 Application submittal requirements.

A. All applications for special use and conditional use permits shall be processed in accordance with Chapter 15.09 CMC.

B. Subject to subsections C and D of this section, applicant submittal requirements are as follows:

1. A completed and signed permit application;
2. A legal description of the subject property, including parcel number;
3. A site plan of the proposed project, at a scale determined by the city planner,

showing the following on one or more sheets as needed for readability:

- a. Existing natural features,
- b. Existing and proposed grades,
- c. Existing and proposed structures and other improvements,
- d. Existing and proposed utility improvements,
- e. Existing and proposed rights-of-way and improvements,
- f. Parking for the proposed use,



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- g. Structures and other improvements and natural features within fifty feet of the project site;
4. A landscape plan, showing existing and proposed landscaping and fences, if required by CMC Chapter 15.76;
5. Exterior elevation of all existing and proposed structures and, if required by the city planner, a materials board showing all proposed colors and materials;
6. A vicinity map, showing the location of the site in relation to nearby streets and properties;
7. A list of all property owners and their addresses within three hundred feet of the subject property;
8. A written summary of the proposal, including the objective(s) of the proposal, the sections of this municipal code which require approval of the application, and the relationship of the arrangement of buildings and other structures, parking, landscaping, etc. to those objectives and to the development and use of adjoining properties;
9. A summary table of project statistics, including site area, percentage of impervious surfaces, building heights, the use or occupancy and construction type per the IBC for any proposed new structures, required and proposed parking, and similar data as required to evaluate conformance of the proposed project with city regulations;
10. A list of uses for which the conditional or special use permit is sought and the gross floor area or gross lot area that each would occupy;
11. A written description of the proposed operation of the use, including hours of operation, estimated number of employees and/or occupants, and any proposed storage or use of hazardous materials;
12. A written statement addressing the decision criteria;
13. A completed environmental checklist, unless the proposal is exempt from SEPA review. An application for which exempt status is claimed shall be accompanied by citation to the specific provision of Chapter 197-11 WAC or other applicable law that establishes the exemption;
14. A list of other permits that are or may be required for development of the property (issued by the city or by other governmental agencies) insofar as they are known to the applicant;
15. A list of other city permits that are to be processed concurrently with this permit, pursuant to Chapter 15.09 CMC;
16. Any required fee deposit as specified by city council resolution;
17. If the project is to be developed or occupied in phases, a schedule for each phase.
- C. Detailed or technical design and construction specifications relating to various types of improvements (streets, sidewalks, etc.) are set forth in the city's civil design standards.
 1. It is not necessary that the application contain the type of detailed construction drawings that would be necessary to determine compliance with these standards, so long as the plans provide sufficient information to allow the permit-issuing authority to evaluate the application in the light of the substantive requirements set forth in the civil design standards.
 2. However, whenever this title or a condition of a permit requires a particular element of a development to be constructed in accordance with the detailed requirements set forth in one or more of these or other specified standards, then no construction work on such element may be commenced until detailed construction drawings have been submitted to and approved by the public works director. Failure to observe this requirement may result in permit revocation, denial of conditional or special use permit approval, or other penalty as provided in Chapter 15.28 CMC.



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D. It is recognized that each development is unique, and therefore the permit-issuing authority may allow less information or require more information to be submitted according to the needs of the particular case. For applications submitted to the hearing examiner, the applicant may rely in the first instance on the recommendations of the city planner as to whether more or less information is required than that set forth in any administrative guidelines.

E. The city planner shall reasonably develop application forms, instructional sheets, checklists, and/or other techniques or devices to assist applicants in understanding the application requirements and the form and type of information that must be submitted. Where a minimal amount of information is necessary to enable the city planner to determine compliance with this title, the city planner shall develop standard forms to expedite the submission of necessary plans and other required information. (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.030 Review and approval of special use permits and conditional use permits.

A. An application for a special use permit shall be reviewed by the city planner in the manner provided in Chapter 15.09 CMC and this chapter.

B. An application for a conditional use permit shall be reviewed by the hearing examiner in the manner provided in Chapter 15.09 CMC, Chapter 15.10 CMC and this chapter.

C. The decision-maker shall issue a requested permit unless it concludes, based upon the information submitted, that:

1. The requested use is not allowed according to the table of permissible uses; or
2. If completed as proposed in the application, the proposal will not comply with one or more requirements of this title (not including those the applicant is not required to comply with under the circumstances specified in Chapter 15.32, Nonconforming Situations); or
4. The proposal has not complied with SEPA; or
5. The proposal does not satisfy the criteria for approval provided in Section

15.18.040. (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.040 Criteria for approval of special use and conditional use permits.

A. A conditional use permit shall be granted by the hearing examiner, and a special use permit shall be granted by the city planner, if each of the following criteria are satisfied:

1. The proposed use is consistent with the city of Carnation comprehensive plan and the CMC;

2. The proposed use is designed and constructed, and will be operated and maintained, in a manner that is compatible with the existing or intended character, appearance, quality of development and physical characteristics of both the subject property and the surrounding vicinity;

3. The location, size and height of buildings, structures, walls, fences, and screening vegetation for the conditional or special use will not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties;

4. The type, hours of operation, and appropriateness of the proposed use in relation to adjacent uses will not create unusual hazards or result in adverse impacts; and

5. The proposed use will be served by adequate public facilities and services and will not adversely affect public services to the surrounding area in a manner and/or to a degree that cannot be sufficiently mitigated through the imposition of reasonable conditions of approval.

B. In granting a special or conditional use permit, the permit-issuing authority may attach to the permit such reasonable conditions as will ensure that the development in its



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proposed location will satisfy the criteria established in subsection A of this section or otherwise mitigate any adverse impacts of the proposed use.

C. The permit-issuing authority may attach to a permit a condition limiting the permit to a specified duration.

D. All conditions or requirements of approval shall be entered on the face of the permit.

E. All conditions or requirements of approval authorized by this section are enforceable in the same manner and to the same extent as any other applicable requirement of this title. (Ord. 748 § 2 (Exh. A) (part), 2008)