



TOWN OF RUSTON
PLANNING SERVICES

5117 North Winnifred Street Ruston, Washington 98407-6597
Phone (253)759-3544 Fax (253)752-3754

**Conditional Use Permit
Application and Submittal Checklist**

Tax Parcel Number	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Property Owner Signature</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div>
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Applicant Checklist		Included?			
Yes	N/A		Yes	Need	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Review Fee Deposit of \$3,350 (\$150 fee, plus \$3200 deposit per RMC 1.14.050(e)). Please attach a copy of proof of payment.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Project Description (general description of the proposed use, including the existing/proposed sq/ft, amount of fill materials imported/exported, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Justification Please provide a written statement that addresses all approval criteria for the proposed conditional use as specified in RMC 25.01.110(b)(1)(A), and also for any specific criteria applicable to the underlying zone.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan - showing grade, the height, the lot coverage, the dimensions of all existing and proposed structures and the distance from property lines and all improvements to be added to the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Impervious Surface Calculations (Show impervious surface in sq/ft on Site Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Documentation Provide documentation regarding the presence of any critical areas located on site. (wetlands, steep slopes, aquifer recharge, fish and wildlife, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Additional Information - additional written or graphic information necessary to enable the Planning Commission and Town Council to act on the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>