

CONDITIONAL USE PERMIT CHECKLIST - APPLICANT

- Step 1. Meet with the Planning Department to determine which land use classification your proposal lines up with.
- Step 2. The property owner or his authorized representative may complete the application and return it to the Planning Department with the following items and information:
- A. Names, addresses and legal descriptions of all property owners within 300 feet of each property boundary of the proposal, obtained from the County Assessor's office.

NOTE: We need the name and address of the resident, not the bank or mortgage company involved. Please submit computer printout from the County Assessor's office in the following typed format: legal description, name and complete address.

- B. Provide a plot plan and elevation plan with the following information:
- i. Overall property dimensions
 - ii. Existing building (if any) and neighboring buildings.
 - iii. Proposed use and structures
 - iv. Off street parking
 - v. Setbacks
 - vi. Existing and proposed paving and sidewalks
 - vii. Screening
- C. Environmental checklist.

- Step 3. The application must be signed by the applicant, include address, date and phone number. Return to the Planning Department with a check payable to the "City of Shelton" for the appropriate fees, which are non-refundable.
- Step 4. You will be informed as to when and where your proposal will be heard by the Hearing Examiner. At this hearing, you will present your case and answer any questions that may arise from the examiner or audience.
- Step 5. The Hearing Examiner shall, within ten (10) working days after the public hearing, transmit a copy of the decision to the Planning Department, who shall, within three (3) days, mail a copy to all parties of record. Appeal rights will be provided with the Hearing Examiner's decision.

General Requirements for Conditional Use Permits:

1. Expiration: If no building permits are granted for the approved conditional use within six (6) months, and substantial construction completed within a year, the conditional use approval will expire unless the original approval granted a longer expiration period. The approval may be extended for up to one (1) year by the Hearing Examiner.
2. As a condition for granting a Conditional Use Permit pursuant to the applicable provisions herein, the applicant may be required to post a performance bond in an amount sufficient to ensure completion of the project.
3. An application which has been disapproved by the Hearing Examiner cannot be resubmitted to the Hearing Examiner within six (6) months of the date of disapproval.
5. Special conditions may be imposed as a condition of approval, depending on use. For examples refer to Chapter 20.44.170-370 of the Shelton Municipal Code.

NOTE: It should be kept in mind, as a "rule of thumb", the change of land use process will usually take a minimum of 60 days.