



PLANNING DEPARTMENT

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Special Use Permit Application

A Special Use Permit regulates land uses that are necessary to residents, making them compatible with the zoning district in which they are located. They are designed to allow a specific use while reducing the potential for detrimental impacts to neighborhoods.

Special Use Permits are heard by the Hearing Examiner. At the meeting, you will be asked to present your case and answer questions posed by the Hearing Examiner. The public will have the opportunity to voice their opinions either for or against the Special Use Permit. The Hearing Examiner may impose reasonable conditions to ensure that the Special Use will not be materially detrimental to the public welfare or injurious to property or improvements in the area.

All of the conditions enumerated in the specific section of the Centralia Municipal Code 20.66 on Special Uses must be addressed by the applicant. Applicants should discuss the proposed use with neighbors in the vicinity of the site to be sure that no surprises arise during the hearing. You may present whatever information to the Hearing Examiner that you think is pertinent and useful to your case.

The Hearing Examiner may grant the Special Use Permit and will make a decision based upon the following criteria:

- The proposal is compatible with the City's Comprehensive Plan.
- The proposal is compatible with the surrounding neighborhood.
- The size, arrangement or architectural design of the proposed use would not negatively affect the surrounding neighborhood.
- Traffic patterns are not severely impacted.
- Public facilities are able to serve the proposed development.
- The proposal has no materially detrimental effects on neighboring properties due to excessive noise, lighting, or other interference with the peaceful use and possession on neighboring properties.
- The proposal has been designed to minimize adverse effects on neighboring properties.
- Landscaping materials are provided in sufficient quantities and locations to screen objectionable views, break up large parking areas, and present aesthetically attractive appearance.

Date: _____

Property Owner: _____

Applicant: _____

Parcel Number: _____

Legal Description: _____

For Official Use Only

SU# _____

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Please answer the following questions on continuation sheets.

1. What is the use that you intend to develop on this property?
2. Has the property been vacant for eighteen (18) months or longer?
3. Will the proposed use require additions to be added onto an existing structure? In addition to the written description, this information should be included on your site plan drawing.
4. Describe the existing use of the property. In addition to the written description, all existing structures should be included on your site plan.
5. Will the proposed development require demolition of structures currently located on the property?
6. What will be the total number of employees on site and their working hours?
7. What are the anticipated operating hours?
8. Will there be any exterior indications of use such as but not limited to signs or outdoor playground equipment? Please explain.
9. What is the number of off-street employee and customer parking spaces provided? Include this information in your site plan drawing.
10. Provide a development schedule with the approximate dates you would like to begin and complete construction. If the proposed project is temporary, how long will the proposed use be operated on-site.
11. Describe the type of landscaping, fencing and buffering that will be used to shield the proposed use from the adjoining properties as per Centralia Municipal Code 20.66.
12. Address any other criteria found in the Centralia Municipal Code 20.66 that pertains to the specific Special Use you are applying for. Be specific. *For example, "This day care will serve 15 children between the ages of 1 year and 6 years old."*

Estimate traffic generation created by the proposal/project. Each vehicle traveling to and from the site counts as two 'trips'.

	Weekdays	Weekends
Average Daily Trips		

To further evaluate traffic impacts, we need to know when the most traffic will be traveling through the neighborhood.

Begin by identifying your peak times of travel both for the morning and afternoon.

AM			PM		
Start time	End time		Start time	End time	

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Identify the anticipated number of trips for these peak times.

Number of anticipated trips	
Peak AM Traffic	
Peak PM Traffic	

Additional information may be required to completely evaluate the traffic impacts upon the neighborhood. You may be asked to provide this information by staff after we have had the opportunity to evaluate the information given in this application.

Applicant/Owner Signature

Date

Applicant/Owner Signature

Date

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SU#_____

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