



## PLANNING DEPARTMENT

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### Special Use Permit Counter Checklist

This checklist includes the required information for submitting a SPECIAL USE PERMIT. Applications will not be processed until all of the following information is submitted and determined "Counter Complete" by City staff.

- General Application, completed and signed
- Supplemental application for a Special Use Permit, completed and signed
- Filing fees
- Environmental Checklist as per Centralia Municipal Code 16.40, completed and signed, if applicable
- Written narrative addressing the issues listed in the application
- Copies of applicable licenses
- Additional application information may be requested and may include, but is not limited to, the following:
  - Critical area studies
  - Noise studies
  - Air quality studies
  - Transportation impact studies
  - Geotechnical reports
  - Other: \_\_\_\_\_
- A list of name and addresses of adjacent property owners.
- Significant historic, cultural or archaeological resources
- One 11x17 or electronic copy of the site plan
- One copy of the site plan, drawn to a minimum scale of 1" = 100' on a sheet no larger than 24"x 36", which will include the following, if applicable:
  - Name and mailing address of the owner and the person with whom official contact should be made regarding the application
  - Surveyor's name, mailing address and contact number
  - Legal Description
  - Section, township, and range
  - Vicinity map
  - North arrow, scale, and date
  - Acreage of the site
  - Zoning designation
  - Boundary lines
  - City limits and section lines
  - Existing topography at two-foot intervals
  - All existing structures/building sites with labeled setbacks
  - Show the location and layout of existing streets which are adjacent to or across contiguous right of way (ROW) from the proposed development.

For Official Use Only

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Identify the following uses.

- Buildings
- Wells
- Well head protection areas
- Sewage disposal systems
- Water courses
- Bodies of water, including wetlands
- Flood zones
- Culverts
- Bridges
- Structures
- Overhead and underground utilities
- Railroad Lines
- Other features existing upon, over or under the land, identifying any which are to be retained or removed.
- All critical areas

Location and width of, but not limited to, the following types of access:

- Streets
- Alleys
- Right of Way's