



Petition for Conditional Use

400 N Mill St
PO Box 229
Colfax, WA 99111
(509) 397-3861

Application Procedure

1. File request for conditional use with \$250 fee. Include detailed description of conditional use requested: i.e. building code, zoning, etc.
2. Set public hearing before Board of Adjustment in not less than 15 days nor more than 30 days.
3. Publish hearing in newspaper, post on property and in two other public places not less than 15 days or more than 30 days before hearing.
4. Mail notice by first class to all property owners within 300 feet of proposed variance or conditional use at least 15 days before hearing.
5. Public Hearing. Board of Adjustment may put any restriction on the conditional use they think is reasonable. (They can modify or revoke a conditional use if conditions are not met by applicant.)
6. Board of Adjustment decisions are appealed to Superior Court.

Submittal Requirements

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a petition for variance or conditional use application. Below is a list of materials that are required for variance/conditional use applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information. The board of adjustment shall hear and decide all applications for conditional use permits. The following standards, criteria and procedures shall apply to any conditional use permit authorized by this title:

A conditional use permit may only be granted for those uses specifically identified and allowed in the applicable use district, subject to the following limitations:

1. The conditional use and any conditions imposed will not adversely affect the public health, safety and welfare;
2. The proposed use does not have a significant adverse impact resulting in excessive noise, light and glare, or soil erosion on adjacent properties;
3. The proposed use, and any conditions imposed, will be in harmony with the purposes of the comprehensive plan as it relates to the area;
4. The proposed use with any conditions imposed will be in compliance with the standards set out in this title for the use district applicable to the proposed use;
5. The findings of fact adopted by the board of adjustment to support its decision clearly indicate that the above-listed criteria have been fulfilled.

Required Application Materials

- Complete application form.
- Letter addressed to Board of Adjustment requesting conditional use
- Full legal description and plot map of the property showing dimensions, setbacks and easements
- Application Fee of \$250 (non-refundable)
- Applicant and Notary Signatures



Application for Conditional Use

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APPLICANT/OWNER INFORMATION

| | | | |
|--|----|-----|--------|
| YOUR NAME(Please write above this line) | | | PHONE# |
| BUSINESS NAME(If Applicable) | | | FAX# |
| MAILING ADDRESS | | | |
| CITY | WA | ZIP | |
| E-MAIL ADDRESS | | | |
| SIGNATURE (ORIGINAL REQUIRED) | | | DATE |
| Note: I consent to an on-site inspection by an employee(s) of the City of Colfax | | | |

Property

Address/location_____

Current Zone:_____ Size:_____(acres or square feet)

*Attach a legal description of property and a plat map on following pages

Land Use

Existing use of the property:

Intended use of property:

Changes to be made to the property:

Special information (deed restrictions, etc) the Board of Adjustment should know:

CONDITIONAL USE REQUESTED: Please list the specific conditional use requested. (You may attach additional sheets if necessary).

APPLICANT IS RESPONSIBLE FOR LISTING ALL CONDITIONAL USES and FOR PRESENTING THEIR CASE TO THE HEARINGS BOARD.

EXHIBIT A

CONDITIONAL USE REQUEST LETTER

PROPERTY ADDRESS _____ FILE No. _____

*Please attach a letter addressed to the Board of Adjustment. In the letter, please include any information the board may need to know such as the conditional use being requested, and how it meets the requirements for a conditional use as outlined in this packet and in the Colfax Municipal Code .

EXHIBIT B

PLAT MAP OF PROPERTY LOT

PROPERTY ADDRESS _____ FILE No. _____

*Please attach maps of the property. Please indicate and label dimensions of property/structures, setbacks, and easements. You may also include photos of the property.

EXHIBIT C

FULL LEGAL DESCRIPTION OF PROPERTY

PROPERTY ADDRESS _____ FILE No. _____

*Please attach a full legal description of property

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE CONDITIONAL USE PROCESS AND THE BOARD OF ADJUSTMENT HEARING PROCESS.

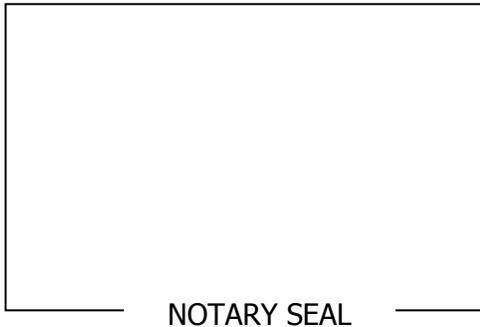
NOTARY _____

STATE OF _____)

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day, of 20_____ .



Signature of Notary Public