

Conditional Use Permit Process Outline

Clark County Community Development

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Main steps

Stage 1: Pre-Application



Stage 2: Preliminary Review



Stage 3: Final Review



Stage 4: Building



Stage 1: Pre-Application



Stage 1: Pre-Application



- Applicant submits pre-application
- Applicant and staff meet at pre-application conference to discuss project and code requirements
- Interested parties can attend
- Applicant receives pre-application report from staff



Stage 2: Preliminary Review

2. Reply
3. Public Testimony
4. Applicant's Rebuttal
5. **Close Public Hearing** (Decision will be issued within 14 days unless hearing is continued or the record is left open. There are fees for Open Records and Continuances)



Stage 2: Preliminary Review



- No more than 90 days prior to submittal, neighborhood meeting held
- Applicant submits for conditional use permit (CUP) review, site plan review, other reviews as necessary
- CUP normally a Type II-A
- Staff reviews application for completeness
- Surrounding property owners notified of proposal



Stage 2: Preliminary Review



- Staff reviews proposal for compliance with codes
- Staff writes staff report
- Public hearing is conducted for Type III proposals, decision made by hearings examiner
- Appeal of examiner decision goes to superior court
- This is most important stage for comments-requirements set for future stages



Stage 2: Preliminary Review



Commenting During the Preliminary Review

- Type III decisions made by hearing examiner
 - After notice sent, 15 day comment period
 - Record closes after public hearing is held
 - Staff Report issued 15 days before hearing. Usually all comments made before staff report issuance included in staff report.



Stage 2: Preliminary Review



Commenting During the Preliminary Review, continued

Conditional Use Criteria

- For Conditional Uses, the responsible official may impose, in addition to regulations and standards expressly specified in this title, other conditions found necessary to protect the interests of the surrounding properties or neighborhood, or the county as a whole.
- These include issues such as setbacks, hours of operation, access, etc.



Stage 2: Preliminary Review



Commenting During the Preliminary Review, continued

Conditional Use Criteria

- The responsible official must find that the establishment, maintenance or operation of the use applied for will not be significantly detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the county



Stage 3: Final Review



Stage 3: Final Review



CUP and related Site Plan

- Applicant submits for final review
- Stage 3 (final review) and stage 4 (building permit review) generally happen together
- Staff reviews detailed engineering drawings, final site plan
- Staff ensures conditions from preliminary decision are met prior to construction activity beginning



Stage 4: Building



Stage 4: Building



- Applicant submits building permit
- Plans examiners review building plans for compliance with building safety codes
- Permit Technicians issue building, plumbing, mechanical and related permits
- Building construction is inspected and final occupancy is achieved



Questions?



Thank you!

Comments and questions

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