Conditional Use Checklist

Conditional use permits are governed by Section 18.45 of the Hunts Point Municipal Code (HPMC) and is a decision granted by the hearing examiner. This review will insure that your proposed use will be compatible with the existing and permitted uses located in the area.

Initial Consultation – Pre-application Conference:
A pre-application conference with the Building Services Department is required prior to submittal of a conditional use application.

Submittal, Preparation and Fee:
Upon receipt of a complete application, town staff will issue a notice of application which is posted on site and posted at all of the regular posting sites maintained by the town, and sent to other parties as outlined in HPMC 11.10.160(4). The application shall be accompanied by the fee as set by resolution.

SEPA Procedure:
The town shall issue a SEPA determination, or other SEPA decision as provided in HPMC Chapter 16.05. After the SEPA determination is made, it is posted on the notice of application for public comment. There is a public comment period which shall be not less than 14 or more than 30 days following the date of notice of application. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the EPA form: www.ecy.wa.gov/programs/sea/sepa/forms.htm

Hearing Procedure:
Notice of the application shall be provided at least 15 days prior to the hearing date and must be provided pursuant to HPMC 11.10.160(4). Upon completion of the public hearing, the hearing examiner) shall render a written decision within 10 working days. The decision of the hearing examiner shall be filed with the town clerk who shall within three working days thereafter, mail copies to the applicant and to any person who prior to the rendering of the decision, requested notice of the decision or submitted substantive comments on the application. The town clerk shall also provide for notice to the public of the decision as required by other applicable ordinances or codes.

Applicable Code Titles:
HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)
HPMC Title 16, Environment
HPMC Title 18, Zoning
Conditional Use Checklist

The required number of plan sets is three (3)

General Requirements: (One (1) original copy of each item is required):
If an item is not applicable, attach an explanation.

☐ Completed general application form;
☐ Proof of agency and hold harmless agreement form;
☐ Deed/title report;
☐ The applicable fee(s);
☐ Record sales tax under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue.

Other Requirements:

For Yacht Clubs:
☐ A description of the activity contemplated with sufficient detail to show compliance with HPMC 18.45.060.

For Public Buildings:
☐ All materials necessary to obtain a site development permit and/or building permit, if applicable, together with evidence of compliance with the requirements of HPMC 18.45.020.