



CONDITIONAL USE CHECKLIST

The following checklist identifies information to be included with the application for an Administrative or Conditional Use Permit (CUP) application. All of the following information must be submitted and the application fee must be paid before the application is considered complete.

- I) **Application Fees** - All required fees shall be paid at the time of application submittal. Checks shall be made payable to the "City of Kelso." Additional applicable fees will be charged if other applications are attached including SEPA Reviews, Adjustment, Variance, Critical Areas or Shoreline Substantial Development Permits, etc.

The applicant is responsible for paying all Hearing Examiner costs. Fees are typically assessed by the Hearing Examiner and though the City sometime within 90 days after a decision is issued. These fees will be due from the applicant regardless of the decision.

II) **All applications shall include the following information:**

1. **Master Land Use Cover Sheet** - shall be completed and signed in ink by the applicant. Written authorization shall be indicated by the property owner (or authorized representative) as indicated by their signature or a copy of a signed contract.
2. **SEPA Checklist** – (If applicable) must be completed and returned with the appropriate fee.
3. **Completed Critical Areas Checklist** - (If applicable) If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to KMC 18.20.
4. **Traffic Impact Study** - (If applicable) Required by the City Engineer.
5. **Narrative** - A written narrative shall be submitted with the application that provides all pertinent information related to the proposed use including the following:
 - That the proposed Conditional Use is consistent with the requirements set forth in the zoning ordinance and the City of Kelso Comprehensive Plan.
 - The number of anticipated vehicular trips that will be generated by the proposed use, including shipments, deliveries, customers and employees.
 - List all anticipated impacts to be generated by the proposed use and mitigation measures that will be used to mitigate those impacts; and,
 - The days and hours of operation for the proposed use, floor plan including the type of restroom facilities that will be provided on site, other necessary building changes and the number of employees.
 - Any other information that you believe is pertinent and necessary to completely describe your proposal and for staff to conduct their review.

Site Plan – Please submit a site plan consistent with the requirements listed on the site plan checklist.