



CONDITIONAL USE PERMIT

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

CITY REVIEW PROCESS:

The following information provides a brief description of the process by which conditional use permits are evaluated by the City. For more detailed information concerning the conditional use permit review process, please refer to Title 18, Sections 12.120 through 12.130 and Title 14 of the City of Ferndale Municipal Code.

1. **Informal Pre-Application Meeting:** This is a suggested but not a required step in which the applicant meets one or more times with City staff to discuss City development standards, permit application procedures and any other information that may be pertinent to assist the applicant in filing an application.
2. **Application Submittal:** The applicant submits complete plans, forms, environmental checklists, and appropriate fees to City staff. Staff must review the materials for completeness. If incomplete, the applicant shall be notified in writing of specific information required to complete the application.
3. **Notice of Application:** Staff will prepare a notice of application to be distributed by the applicant for the purpose of notifying the public that an application has been filed with the City. The notice period can be anywhere between 14 and 30 days.
4. **Environmental Review (if applicable):** The City staff issues a determination under the provisions of the SEPA (State Environmental Policy Act). If a determination of significance is made, an EIS (Environmental Impact Statement) must be written and the application process will not move forward until the EIS is not required and the application can be scheduled for public hearing. A notice of the SEPA determination will be prepared by staff and distributed by the applicant prior to the public hearing.
5. **Public Hearing Notification:** The City will prepare a Public Hearing notice to be distributed by the applicant.
6. **Staff Report:** Community Development Staff prepares a written report summarizing the conditional use permit requested and provides a copy to the Hearing Examiner the week before the hearing.
7. **Public Hearing:** The Hearing Examiner conducts a public hearing. This is the only opportunity for the public or applicant to make verbal testimony to the record. All written comments received during the notice of application and notice of public hearing comment periods will be made a part of the record. The Hearing Examiner will render a decision within 10 days of the date of the Public Hearing. A written notice of decision is mailed to the applicant and all parties of record.
8. **Appeals:** Any aggrieved party has an opportunity to appeal a decision of the Hearing Examiner to Whatcom County Superior Court.



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CONDITIONAL USE PERMIT STANDARDS FOR EVALUATION

The Planning Commission may grant a Conditional Use Permit only if it finds that the applicant has demonstrated the following facts:

- A. The use is an enumerated conditional use in the zone wherein the property is located;
- B. Adjacent property owners have been duly notified in compliance with Chapter 18.12.280(B);
- C. The use, with appropriate conditions imposed, will not have adverse effects on the environment or other uses, or the use, with appropriate conditions imposed will mitigate to the greatest extent practicable, all significant adverse effects on the environment;
- D. The use, with appropriate conditions imposed, will be compatible with the existing uses, designs, and appearance of the properties in its vicinity;
- E. The use, with appropriate conditions imposed, will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and the zone in which the subject property is situated.



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CONDITIONAL USE PERMIT APPLICATION FORM

SUBMITTAL REQUIRED BY APPLICANT:

- Completed Master Application Form
- Completed Conditional Use Permit Application Form
- Completed Site Plan Review Application Form and all required documents

TO BE COMPLETED BY APPLICANT:

The following information or material is required with all conditional use permit applications. If any or all of the required information or materials is missing or incomplete, the application will not be considered complete and will not be scheduled for public hearing until the necessary material is submitted.

CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

OTHER CONTACT

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

PROPERTY INFORMATION

Site Address: _____

Tax Parcel Number(s): _____

Legal Description(s): _____

Zoning: _____



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PROJECT INFORMATION

Existing Use: _____

Proposed Use: _____

Adjacent Uses: _____

SUPPLEMENTAL INFORMATION

Attach additional sheets, or provide a separate narrative to fully describe the operational details regarding the proposal and as to how the applicant can demonstrate the proposal meets "standards for evaluation"

How does proposed use comply with the Zoning Ordinance?

How is this use compatible with the existing uses, designs, and appearances in the vicinity?

What mitigation measures do you propose to reduce the impact of the proposal to neighboring properties in the vicinity and/or the environment?

Staff may request additional information during the review process



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CERTIFICATION

I CERTIFY THAT UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE. I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE CITY STAFF INVOLVED IN THIS APPLICATION OR THEIR DESIGNEES TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY WHICH IS NECESSARY TO PROCESS THIS APPLICATION.

OWNER:

Signature: _____ Date: _____

APPLICANT (if different than Owner, above)

Signature: _____ Date: _____