

Conditional Use Application Submittal Requirements CHECKLIST

- ☐ Conditional Use Fees:
(\$50.00 signboard deposit refunded after boards are returned.)
Type II Minor (established entirely within an existing building): 7hrs staff time + noticing fees

Type III Major: 25hrs staff time + \$500.00 toward Hearing Examiner fee and noticing fees.
Actual Hearing Examiner fees will be charged, so money may be refunded or due. If SEPA is required, additional fees for SEPA notice are required in addition to SEPA fees.
- ☐ A site plan, to scale, showing the following:
 - ☐ One copy of the submitted site plan must not be larger than 8-1/2" x 11"
 - ☐ All lots with lot lines, block number and lot numbers
 - ☐ Existing (and any proposed) structures
 - ☐ Widths of adjacent right-of-ways and pavement
 - ☐ Adjoining street names
 - ☐ All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
 - ☐ North Arrow
- ☐ Photocopy of the property deed
- ☐ Photocopy of the plat map*
- ☐ Photocopy of any surveys of record*
- ☐ Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- ☐ The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.) For Type III permits, include 2 sets of mailing labels.
- ☐ SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office or on the website.

For more Conditional Use information, see Port Townsend Municipal Code Chapter 17.84 or the website: <http://www.cityofpt.us/>

* See Jefferson County Assessor's office, or website
<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>