

# City of Gold Bar

EST. 1910



107 - 5<sup>th</sup> Street, Gold Bar, WA 98251

## CERTIFICATE OF APPLICANT STATUS

I/We, \_\_\_\_\_, hereby certify that I am/We are the owner(s) of the property legally described as \_\_\_\_\_

My/Our address is \_\_\_\_\_

I/We further certify that I/We authorize: \_\_\_\_\_ to act as my/our representative and proceed with work on my/our property \_\_\_\_\_

AND/OR

I/We give permission to \_\_\_\_\_ to act on the behalf of this property

In acquiring permits for the work and designated that \_\_\_\_\_ will work directly with \_\_\_\_\_ for such purposes.

Signed: \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

State of \_\_\_\_\_ )

ss.

County of \_\_\_\_\_ )

On this day personally appeared before me \_\_\_\_\_

To me known to be the individual(s) described in and who executed the within and foregoing instrument and acknowledged to me that \_\_\_\_\_ signed the same as free and voluntary act and deed for the purposes therein mentioned.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

NOTARY PUBLIC in and for the State of \_\_\_\_\_, residing in: \_\_\_\_\_

Signed

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## REQUIREMENTS FOR FILING APPLICATION FOR CONDITIONAL/SPECIAL USE

1. Filing Fee
2. Application Form
3. Signature of Owner and/or Applicant
4. Site Plan (2 Copies)
5. Photographs
6. Names and mailing addresses of property owners within 300ft of proposed construction

1. The applicant must attend a pre-application conference prior to submitting an application for Conditional/Special Use permit.
2. A non-refundable filing fee of \$225 is to be paid at the time of filing application for a Conditional or Special Use Permit plus Hearing Examiner fees and any additional city costs.
3. The application must be filled out completely with answers to each question.
4. The application must be signed by the owner of the property. A current certificate of applicant status shall be submitted with application.
5. The site plan of the property should show location of existing and proposed improvements and location of accessory facilities such as automobile parking areas, etc. If new building construction is involved, a completed building application with proposed plans and sketches should also be submitted. Where use of existing buildings is involved, a floor plan showing existing conditions and proposed changes should be submitted.
6. Photographs of the property involved on a scale large enough to illustrate the subjects under discussion are always helpful to the city staff and Hearing Examiner and are suggested as exhibits with this application.
7. Names and mailing addresses of all property owners within 300ft of the subject property.

Once the above requirements are met, submit the applications, site plans, and all supporting information with the accompanying fees to the City of Gold Bar.

The application must be complete in every respect with all questions answered and accompanying documentation as requested, before the city will accept the application. Acceptance of the application and the city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposed action.

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## APPLICATION FOR CONDITIONAL/SPECIAL USE PERMIT

(FOR OFFICE USE ONLY)

Application No: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Date of Pre-Application Conference: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

Date of Scheduled Hearing: \_\_\_\_\_

(FOR APPLICANT USE ONLY)

Signature of Applicant: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Phone Number of Applicant and/or Contact Person: \_\_\_\_\_

Location of Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tax Parcel Number(s) of Property: \_\_\_\_\_

Area Map/Site Plan (outlined in red): \_\_\_\_\_

The above signed applicant is the owner of the property described as follows or is acting on behalf of the owner as agent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Present Zoning: \_\_\_\_\_

Site Area: \_\_\_\_\_

% of Land Area Covered By Building (Existing) \_\_\_\_\_ (Proposed) \_\_\_\_\_

% of Land Area Used (Existing) \_\_\_\_\_ (Proposed) \_\_\_\_\_

1. Describe in detail, the proposed use of the property.

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2. The granting of the conditional/special use permit will not be materially detrimental to the public welfare or injurious to the environment, property or improvements in the vicinity and zone in which subject property is located for the following reasons:

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3. Describe measures proposed to be undertaken to offset offensive odors, smoke, noise, traffic congestion, unsightly structures or equipment, and to protect the environment:

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4. The granting of the conditional/special use permit will not adversely affect the purpose of the comprehensive general plan, would promote the general public welfare and would not be detrimental to the surrounding environment for the following reasons:

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5. Can subject property be reasonably used under the provisions of the zoning ordinance? If your answer is "no", explain why.

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6. Is the proposed use compatible with the purpose of the zoning code and with other existing uses within the general area in which the use is proposed to be located? Explain.

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Please use additional sheets as needed to provide documentation for proposal.

## **NOTICE**

**ANY PERSON(S) REQUESTING A CONDITIONAL/SPECIAL USE PERMIT FROM THE CITY OF GOLD BAR MUST OBTAIN THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN A 300 FEET RADIUS OF THE SUBJECT PROPERTY INVOLVED IN THE CONDITIONAL/SPECIAL USE APPLICATION. THIS INFORMATION IS AVAILABLE FROM A TITLE AGENCY OR THE COUNTY ASSESSOR'S OFFICE AND MUST BE SUBMITTED TO THE BUILDING DEPARTMENT WITH THE CONDITIONAL/SPECIAL USE APPLICATION.**

**ALSO, ALL APPLICANTS PLEASE BE ADVISED THAT YOU MUST BE PRESENT AT THE SCHEDULED TIME OF YOUR PUBLIC HEARING.**

**IF YOU ARE UNABLE TO ATTEND YOUR HEARING, PLEASE SEND A REPRESENTATIVE ON YOUR BEHALF THAT CAN ANSWER ANY QUESTIONS THAT MAY ARISE.**

**HEARING EXAMINER ACTION: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**CONDITIONS OF DEVELOPMENT REQUIRED BY CITY STAFF OTHER THAN PROPOSED IN THIS APPLICATION BY APPLICANT. (SPECIFY):**

\_\_\_\_\_  
**JOHN LIGHT**  
**PUBLIC WORKS DIRECTOR - CITY OF GOLD BAR**

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## INSTRUCTIONS FOR OBTAINING PROPERTY OWNERSHIP WITHIN 300 FOOT RADIUS

To obtain names and addresses of property owners within 300 feet of the boundary of the subject property, the applicant must take the following steps:

1. Request mailing labels from a title agency for all property owners within 300 foot radius of subject property. (Usually there's a small fee for this service)

**OR**

1. Go to the Snohomish County Administration Building, 3000 Rockefeller, and Everett, Washington. (3<sup>rd</sup> Floor)
2. Locate your parcel on a copy of the Assessors section map.
3. Using the Assessor's section map, make a list of account numbers for each property within 300 feet radius and include mailing labels.
4. Present list to counter staff. The staff will assist you by providing the Assessors tax rolls to copy. The tax rolls are listed by numerical order of tax account numbers.
5. Provide the city with mailing labels for each individual property owner within 300 foot radius.

The tax roll will list the tax account number, taxpayer of record, assessed value, legal description and number of acres if account is acreage account. Platted accounts will not list acres in all cases. The taxpayer of record is quite often a mortgage company. The address listed will be the address of the mortgage company. If the sites address is required, the Assessors Filed Books will have to be pulled also.