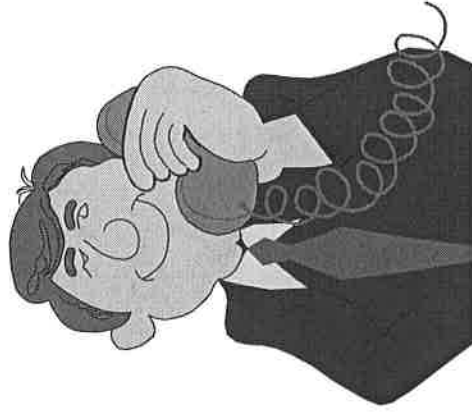
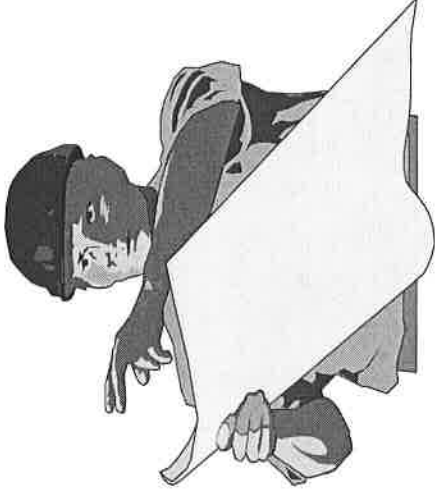


# Conditional Use Permits



If you have questions...

Call the  
Klickitat County Planning Department  
(509) 773-5703  
1-800-765-7239  
493-6084 from White Salmon calling area

Or come by the Courthouse Annex  
8:00 AM - 5:00 PM

KLICKITAT COUNTY PLANNING DEPARTMENT  
COURTHOUSE ANNEX  
228 WEST MAIN, MS: CH-17  
GOLDENDALE, WA 98620  
PHONE: (509) 773-5703  
1-800-765-7239  
FAX: (509) 773-6206

IF YOUR PROPERTY IS LOCATED IN THE NATIONAL SCENIC AREA,  
THE COLUMBIA RIVER GORGE COMMISSION REQUIRES YOU TO  
COMPLY WITH ALL NATIONAL SCENIC AREA REGULATIONS. THEY  
CAN BE CONTACTED AT 509 493-3323

This publication explains  
**CONDITIONAL USE PERMITS,**  
and the process for  
obtaining them

This brochure contains general information  
only and is subject to periodic change.  
Contact the Planning Department for specific  
details regarding current information.

**April 2011**

### **What is a Conditional Use Permit?**

A conditional use permit is an approval for a specific type of use or activity that, although is not a preferred use in a zone, may be allowed subject to conditions for construction and/or operation. A conditional use is intended to provide flexibility in administering the County Zoning Ordinance without compromising the purpose or intent of the County's Plan. Conditional uses are listed for each zoning district in the County Zoning Ordinance.

### **How Do You Get a Conditional Use Permit?**

Application forms will be provided by the Planning Department following the pre-submission conference. Once a completed application is accepted, the application along with the environmental checklist (if required) are routed to various local and state agencies for review and comment. A public hearing is scheduled before the County's Board of Adjustment, and a staff review is written.

### **Why is a Public Hearing Required?**

Conditional uses undergo a public review in order to provide an opportunity for residents in the area to "have their say" about the proposed use. In many cases, public comment helps the Board of Adjustment to develop conditions which would ensure that the proposed use will impact the neighborhood as little as possible. Public opposition to a proposed use does not necessarily mean an automatic denial by the Board of Adjustment. The Board of Adjustment seeks to provide a balance between the desire of the applicant to establish a conditional use and the concerns of the neighbors. Nonetheless, in order for the BOA to approve a CUP they must find that the proposal is consistent with the Comprehensive Plan, meets the purpose and intent of the zoning district, is compatible with the existing and permitted uses allowed in the zone,

conforms with the environmental ordinances, and other findings developed by the BOA.

### **Does the Board of Adjustment Have Final Say?**

No. If anyone is aggrieved by the approval or disapproval of the conditional use permit, it may be appealed to Superior Court within 24 days of the issuance of a Land Use Decision.

### **Who May Attend the Hearing?**

The applicant should attend the meeting. Also, the applicant is required to submit, as part of the application, a list of the names of the neighbors within 300 feet of the subject property. The County will send the notice of public hearing to the adjacent landowners to apprise them of the date and time in the event they would like to attend the hearing and "have their say."

The names and addresses of people within 300 feet can be obtained from the County Assessor's office. Additional notice is also provided by a publication of the hearing in the newspapers of general circulation (the Goldendale Sentinel and the Enterprise) and the property is posted at least ten days before the hearing. Posting and publication are handled by County staff.

### **How Long Does it Take to Get a Conditional Use Permit?**

You should allow approximately 60 days from start to finish. If an environmental review is required, approximately 90 days should be allowed. The seemingly long time to get the permit is necessary due to requirements of law regarding public notice, the limited number of meetings the Board of Adjustment conducts, and the amount of time required to accomplish an effective review and analysis by agencies and staff. Planning Department staff will do everything possible to expedite the permit process.

### **When and Where is the Hearing?**

The Board of Adjustment meets every first Monday of the month in the Commissioner's public meeting room in the county courthouse at 205 S. Columbus. The meetings start at 7:00 p.m. Permit applications are considered in the order in which they are received (first come, first served). However, the Board of Adjustment has authority to change the order of agenda items if it is deemed that a potentially controversial item would prevent unnecessary delay of routine items.

### **Do I have to Speak at the Hearing?**

No, you do not have to speak if you don't want to. However, stating your case before the Board shows your sincerity and desire to receive favorable consideration of your project. The Board may have questions about your project, so your attendance is important.

### **How Much Does All of This Cost?**

The conditional use application fee is \$500.00 and \$250.00 for the environmental review process (if required). Some of the more complex conditional use applications may require additional information (i.e., soils evaluations, drainage plans, wetland delineation, etc., which are not included in the base permit fees.)

### **May I Start My Project Before the Conditional Use Permit is Effective?**

No. If another permit is required, such as a building permit, septic permit or change of use permit, it cannot be issued until the conditional use permit is effective. (It becomes effective after all appeal periods or appeal proceedings have been finalized.)