



## CITY OF PASCO SPECIAL PERMIT APPLICATION

**GENERAL PROVISIONS:** Unclassified uses enumerated in Section 25.86.020 (listed below), conditional uses listed within each zoning district, and any other uses specifically referred to this chapter shall be subject to the regulations contained in this chapter, in addition to all applicable requirements of this Title.

### UNCLASSIFIED USES:

1. High schools, colleges, universities, vocational schools, business colleges and other similar academic or skills training facilities or institutions not heretofore permitted within any district;
2. Cemeteries, crematories, mausoleums, and other places of burial or interment of remains;
3. Churches;
4. Community service facilities, as defined in Sections 25.12.155 and 25.12.156;
5. Airports, heliports, or any other landing or maneuvering space for aircraft, together with terminals and other customary facilities accessory to the unclassified use;
6. Golf courses, pitch and putt courses, miniature golf courses, water parks, sports complexes, riding stables, and similar facilities for public, private or membership use;
7. Monasteries, convents or other functionally similar facilities;
8. Landfills, garbage dumps, and resource recovery facilities;
9. Off-site parking lots, except those required for a residential use, provided such parking area is not more than five hundred feet from the building;
10. Electrical substations and load transfer stations, natural gas booster stations, and other similar utility facilities;
11. Park and ride lots, off-street transfer stations or other similar facility involving the storage, start-up, idling and movement of public or private operated carrier, charter or transit buses, vans, and similar vehicles; and
12. Agricultural use (commercial) except in areas 1,000 feet from a residential zoning district, subdivision, or dwelling unit.
13. Cannabis retail Facilities, as defined in sections 9.90.040 and but not limited to 25.10.025

### REQUIREMENTS:

1. Fee of **\$625** (\$500 application fee + \$75 SEPA fee + \$50 radius notification)
2. Completed SEPA form
3. A site map or plan drawn neatly and to scale, showing the following:
  - a. Exterior property lines and any adjacent public street or alley rights-of-way
  - b. Existing and proposed buildings and other structures.
  - c. Existing and proposed points of ingress and egress, drives and driveways and circulation pattern.

- d. The location of existing and proposed parking areas with each parking space shown.
  - e. Existing and proposed open spaces and landscape areas.
4. The property owner's notarized signature acknowledging the application

**PUBLIC HEARING:** Upon the filing of a complete application for a special permit, the application shall be scheduled for an open record hearing before the Hearing Examiner. Notice of such open record hearing shall be given as provided for in PMC 25.210.040, except that in the case of commercial agricultural uses, the notification distance shall be increased to 1,000 feet. The open record hearing may be continued as deemed necessary by the Hearing Examiner, provided the applicant consents to any such continuance. In the event the applicant does not consent to a continuance, the Hearing Examiner shall close the public hearing and render a decision in accordance with the provisions of PMC 25.200.080 and 25.200.100.

Upon conclusion of the open record hearing, the Hearing Examiner shall make and enter findings from the record and conclusions thereof as to whether or not:

1. The proposal is in accordance with the goals, policies, objectives, maps and/or narrative text of the Comprehensive Plan;
2. The proposal will adversely affect public infrastructure;
3. The proposal will be constructed, maintained and operated to be in harmony with the existing or intended character of the general vicinity;
4. The location and height of proposed structures and the site design will discourage the development of permitted uses on property in the general vicinity or impair the value thereof;
5. The operations in connection with the proposal will be more objectionable to nearby properties by reason of noise, fumes, vibrations, dust, traffic, or flashing lights than would be the operation of any permitted uses within the district; and
6. The proposal will endanger the public health, or safety if located and developed where proposed, or in any way will become a nuisance to uses permitted in the district.

**SHOPS / GARAGES:** The Hearing Examiner shall consider the following for special permits dealing with increased heights and/or floor area for detached shops and garages:

1. Will the shop/garage match the principle structure in design and exterior treatments such as roofing materials, siding, color, window and door openings, eave overhangs, fenestrations and other architectural features?
2. Will the existing topography and elevation of the site and surrounding property exacerbate or attenuate the height of the proposed shop/garage?
3. Will the proposal include landscaping features or berms to ameliorate the height and/or floor area of the shop/garage?
4. Will the shop/garage be erected on the property utilizing minimum setbacks?
5. Is the site larger than the minimum lot size requirement for the zoning district?

**REVOCATION OF PERMIT:** Any special permit may be revoked by the Hearing Examiner if, after a public hearing, notice of which shall be given in accordance with PMC 25.210.040, it is found that the conditions upon which the special permit was authorized have not been fulfilled or if the use authorized has changed in size, scope, nature or intensity so as to become a detriment to the surrounding area.



**CITY OF PASCO  
SPECIAL PERMIT APPLICATION**

Master File # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>Applicant Info</b>	<b>Owner Info (if different than applicant)</b>
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project Address: \_\_\_\_\_

Project Parcel Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Source of domestic water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

Present use of the land and structure(s) if any: \_\_\_\_\_

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Please describe any existing violations of the zoning ordinance upon the property: \_\_\_\_\_

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Give a detailed description of the proposed use that requires a special permit (attach separate sheet if more space is necessary): \_\_\_\_\_

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**NOTE:** Provide a variance report giving a list and mailing address of owners of all property within 300 feet of the applicant's property, as shown by a local title company OR payment of **\$50.00** which shall be utilized by the City to obtain a current list of property owners of all properties within 300 feet of the applicant's property.

Fee for Special Permit	-	\$500.00
Environmental Checklist	-	\$ 75.00
Radius Notification	-	<u>\$ 50.00</u>
		<b>\$625.00</b>

- SEPA Checklist       Site map       Fee of \$625



City of  
**Pasco**

Community & Economic Development Department  
PO Box 293, 525 N 3<sup>rd</sup> Ave, Pasco, WA 99301  
P: 509.545.3441

Fee: \$625

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

\_\_\_\_\_  
**\*Notarized Signature of Property Owner**

State of Washington    )

ss.

County of Franklin    )

On this \_\_day of \_\_\_\_\_, \_\_\_\_\_, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_being duly sworn on his/her oath that he/she has prepared and read the foregoing statements and has acknowledged to me that the recitations contained therein are true, and has signed this instrument as his/her free and voluntary act and deed for the purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this \_\_\_\_day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My Commission expires \_\_\_\_\_