

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

Application for Conditional Use

Application date:	Project Tax parcel number:
Applicant name:	Phone number:
Mailing address:	Email Address:
Area requested for Conditional Use: (Street address or other description)	
Legal Description:	
Current Zoning:	
Proposed Conditional Use:	
Names and complete mailing addresses of owners of record of all property adjacent to that for which Conditional Use is requested:	

REQUIRED MATERIAL FOR ALL CONDITIONAL USE APPLICATIONS

1. Page one of this application completed in full.
2. On a separate sheet, provide a **complete and detailed** written statement of the intended use and timing of the proposed development.
3. On a separate sheet(s) provide a written statement addressing the criteria stated in the FHMC 17.80.030, which states: "The applicant shall have the burden of clearly establishing that each of the following criteria are met or can be met through the imposition of appropriate conditions:
 - a) The proposed use will not be contrary to the applicable goals or policies of Chapter 3 of the Comprehensive Plan;
 - b) The location, design, and function of the proposed use will be compatible with permitted uses in the same zone;
 - c) The proposed use will not cause significant adverse impacts on the human or natural environments; and
 - d) The proposed use will not impose demands upon public utilities or services that exceed those normally made by other users of the same utility classification.
4. Provide a scaled drawing showing the following:
 - a) North arrow and graphic scale,
 - b) Scale used (1" = 20' is recommended for most proposals)
 - c) Property lines
 - d) Easements and ownerships
 - e) Topography
 - f) Existing structures
 - g) Existing vegetation
 - h) Watercourses and wetlands
 - i) Other natural features
 - j) Proposed improvements, including elevations and materials
 - k) Utilities plan
 - l) Vehicle circulation plans
 - m) Pedestrian circulation plans
 - n) Streets and other rights-of-way
 - o) Conditions and covenants
 - p) Other information you believe to be necessary for proper evaluation
 - q) Agent authorization
 - r) ANY OTHER INFORMATION DEEMED NECESSARY BY THE ADMINISTRATOR
 - s) SEPA CHECKLIST AND DETERMINATION WHEN APPLICABLE

*NOTE: It is often necessary to supply the information on separate drawings to avoid confusion.

REQUIRED MATERIAL FOR ALL CONDITIONAL USE APPLICATIONS

5. Application fee
6. Property owners name, address and telephone.
7. Agent's authorization if property owner is not the applicant.

Complete, thorough applications can often be processed very quickly in relation to poorly completed applications. Your diligence in preparing a complete application will provide the opportunity for speedy review and will decrease informational request delays. As the chart shows, all applications must be completed within 90 days from the date the complete application is submitted or it is automatically denied. An applicant may request that the Town Council extend this time limit. It is possible for an application to be completed within 30-45 days after the Administrator has considered the application complete.

Signature of applicant

Date received: _____ Received by Initials: _____

Date completed application received: _____ Initials: _____