

CONDITIONAL USE PERMIT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
 PENCIL WILL NOT BE ACCEPTED.



<p>DATE STAMP FOR CITY USE ONLY</p>	<p style="text-align: center;">TO BE FILLED OUT BY APPLICANT</p> <p>PROJECT NAME: _____</p> <p>TAX ASSESSOR'S NUMBER: _____</p> <p>_____</p> <p>_____</p> <p>PROJECT STREET ADDRESS OR ACCESS STREET: _____</p> <p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">FOR CITY USE ONLY</p> <p>FILE NUMBER: _____</p> <p>PROJECT NUMBER: _____</p> <p>DATE RECEIVED: _____</p> <p>APPLICATION FEE: _____</p> <p>TREASURER'S RECEIPT NUMBER: _____</p>
<p>SUBMITTAL REQUIREMENTS</p>	
APPLICATION	<i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature)</i> , where applicable, <i>and six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).
FULL-SIZE DRAWINGS	<i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
REDUCED DRAWINGS	<i>Two copies (five if commercial)</i> of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.
FEES	Please call the Department of Planning & Community Development for submittal fee information.
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
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A. GENERAL INFORMATION

Please indicate which of the following is the reason for which you are applying:
_____ Height _____ Use

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Authorized agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Person responsible for payment: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

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4. Project contact: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

5. Name of land surveyor: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

6. Planning department personnel familiar with site: _____

7. Description of proposal: _____

8. Driving directions to site: _____

9. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

** As defined in Bainbridge Island Municipal Code 18.12.050*

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10. Legal description (or attach): _____

11. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				

12. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

13. Common name of adjacent water area or wetlands area: _____

14. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)? yes no unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

**If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report is required with your application.

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15. Are there underlying/overlying agreements on the property? yes no unknown
 If yes, check as appropriate and provide a copy of the decision document:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> Other: _____

Under which jurisdiction was the approval given?

- City of Bainbridge Island Kitsap County

Approval date: _____

16. Is there any other information which is pertinent to this project? yes no

If yes, please explain: _____

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B. TECHNICAL INFORMATION

1. Name of water purveyor: _____
 If a private well, what class? _____

2. Type of sewage disposal: on-site septic off-site septic sewer
 Sewer district: City of Bainbridge Island Sewer District 7

3. General description of the existing terrain: _____

4. Soil survey classification: _____

5. Flood plain designation: A AE

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: yes no
 If yes, existing sidewalks are _____ feet wide.
 Sidewalk installation is proposed as part of the development project: yes no
 Proposed sidewalks: adjacent to the parcel and are to be _____ feet wide.
 internal to the proposal and are to be _____ feet wide.

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8. Intended use of the land, as well as the sequence and timing of the proposed development:

9. Dimensions of proposed structures:

10. Height of proposed buildings or structures:

11. Square footage of all spaces:

		storage:	_____
retail:	_____	residential:	_____
office:	_____	other:	_____

12. Number of stories proposed:

13. Square feet per story:

(1) _____ (2) _____ (3) _____

14. Setback requirements:

north:	_____	south:	_____
east:	_____	west:	_____

15. Number of parking stalls required:

16. Number of parking stalls proposed:

17. Amount of square footage of proposed paved areas:

18. Square footage of building area:

19. Percent of site to be covered by impervious surfaces:

_____ %

(If the proposal results in more than 1,000 square feet of additional impervious surface, a drainage plan shall be required.)

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20. Percentage of site to be covered by landscaping: _____ %

21. Percentage of parking area to be covered by landscaping: _____ %

22. Percentage of site to remain undeveloped: _____ %

23. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)
[] yes [] no [] unknown

24. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)

25. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

26. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)? [] yes [] no [] unknown

27. Will the project result in clearing more than six significant trees or 2,500 square feet of ground? [] yes [] no [] unknown

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28. Do storm water systems exist on the site? [] yes [] no [] unknown

If yes, were they constructed after 1982? [] yes [] no [] unknown

If yes, what type of storm water system exists on the site?
[] infiltration [] open ditching [] closed conveyance [] detention

29. Will the completed project result in excavating of or filling in:

[] less than 50 cubic yards. [] more than 50 cubic yards but less than 100 cubic yards. [] more than 100 cubic yards.

C. Conditional Use Permit Criteria

In accordance with Chapter 2.16.050 and 2.16.110 of the City of Bainbridge Island Municipal Code, the applicant must answer the following questions:

1. In what manner is the requested conditional use harmonious and compatible in design, character and appearance with the existing or intended character and quality of development in the vicinity of the subject property and with the physical characteristics of the subject property?

Horizontal lines for handwritten answer to question 1.

2. How has the proposed conditional use made adequate provision for the following facilities:

- a) roads;
b) water availability;
c) fire protection;
d) sewage disposal facilities, and
e) storm drainage facilities.

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3. Describe how the proposed conditional use will **not** be materially detrimental to uses or property in the vicinity of the subject property:

4. Relate how the proposed conditional use will meet all the criteria otherwise applicable to the zone in which it is to be developed:

5. How is the conditional use in conformance with the Comprehensive Plan?

6. How does the conditional use comply with all of the other provisions of the city code?

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7. Describe how the conditional use will not adversely affect the area or alter the area's predominantly residential nature?

8. How is the subject property suitable for the proposed conditional use and will it be detrimental to surrounding land uses or sensitive areas? Consideration shall include items such as topography, streets and adjacent land uses:

9. Describe how all necessary measures have been taken to eliminate the impacts that issuance of the conditional use permit may have on the area in which it is to be located:

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Please Print

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

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SUBMITTAL DOCUMENTS

Application for conditional use permit may be made after the completion of a pre-application conference. Applications must be submitted by the owner or others authorized by the owner in person at the City of Bainbridge Island, Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the Director or Project Manager).

- An application form provided by the City with the notarized signatures of all property owners or an owner/applicant agreement with the notarized signatures of all property owners.
- An application fee in the amount specified by the City.
- A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development;
- A site plan in compliance with the requirements in “Drawing Content” section below;
- The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#);
- Land dedicated for park and recreational facilities, if applicable;
- Other plans and information deemed necessary by the director for evaluation of the merits of the proposal; and
- Institutional development in residential zones shall submit the following items:
 - A traffic report, showing the effects on level of service (LOS) on affected roads;
 - The appropriate approvals of sewer and water supply;
 - A fencing plan or alternative methods to protect the public health, safety and welfare;
 - Vehicular, pedestrian, and bicycle access and site circulation; and
 - A site and building design proposal that meets the design principles and guidelines found in BIMC [18.18.030.C](#), Commercial/Mixed Use design guidelines.
- For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on a form provided by the department of planning and community development.

Drawing Format

Required Size: 18” x 24”

Minimum scale: 1” = 100’

Border: 1” minimum all sides

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Identification Information (to be included on each page of each drawing)

- ___1. Project title.
- ___2. Space for the Dept. of Planning and Community Development's application number.
- ___3. Name of property owner(s).
- ___4. Sheet title (road, drainage, grading, utility, temporary erosion and sedimentation control, site constraints, etc.)
- ___5. Revision block
- ___6. Quarter Section, Section, Township and Range in which property is located.
- ___7. Date drawings were prepared.
- ___8. Page numbers and total number of pages.
- ___9. Name, address, phone number, and E-mail address of professional who prepared the drawing.
- ___10. North arrow with north at top or left side of sheet
- ___11. Graphic scale.
- ___12. Elevation datum and benchmark

Drawing Content

- ___1. Vicinity map showing the proposed project site, easements and major city streets. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
- ___2. Location, name, width, and ownerships of all existing and proposed boundaries, streets, roads, rights-of-way, or easements on or adjacent to the subject property.
- ___3. Circulation plans on and off the site, including pedestrian, bicycle and transit access, delineated parking spaces, location of locking bicycle space, etc.
- ___4. Location of all existing structures and improvements on or adjacent to the subject property.
- ___5. Location of proposed improvements.
- ___6. Utilities plans.
- ___7. Location of all existing vegetation, including all trees over six inches in diameter, on the subject property.
- ___8. Landscaping plan. (See BIMC 18.15.010 for details.)
- ___9. Contours at a maximum interval of five (5) feet.
- ___10. Location of all existing watercourses, slopes, wetlands, required buffers, critical areas regulated under BIMC 16.20, and other natural features on the subject property.
- ___11. Any other plans deemed necessary for evaluation.

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Additional requirements for educational, cultural, governmental, religious or health care facilities in residential zones. BIMC 2.16.110.E requires educational, cultural, governmental, religious or health care facilities in residential zones to be processed as major (as opposed to minor) conditional use permit applications. When an application is made for one of these facilities, the following material must be included as part of the submittal:

- A traffic report showing the effects of the proposed project on level of service (LOS) on affected roads and including proposed mitigation measures for degradation of the LOS.
- Evidence that the proposed project will front on a road classified as Residential Suburban or above on the Bainbridge Island Functional Road Classification Map.
- Evidence that noise levels shall be in compliance with 16.16.020 and 16.16.040.A.
- Approved water and sewer service agreements.
- A fencing plan or alternative methods to protect the public health, safety, and welfare must be submitted at the time of application.
- Evidence that the proposal will be limited to no more than fifty percent (50%) of the allowable lot coverage in the zone in which it is to be located.
- A site plan showing perimeter buffers, if the proposal is to be sited in a residential district outside Winslow.

