



**SPECIAL USE PERMIT APPLICATION**  
**Liberty Lake Community Development Department**  
22710 E. Country Vista Drive, Liberty Lake WA 99019  
Phone: (509) 755-6704  
Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)  
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**A Pre-Application Conference is required prior to the submittal of this application. To schedule a Pre-Application Conference, please contact Community Development Department.**

**INTENT**

The purpose of a special use permit is to allow a permit granted by the Hearing Examiner to locate a regional land use, not specifically allowed by the zoning code applicable to the location, but that provides a benefit to the community and is compatible with other uses in the zoning district in which it is proposed. The special use permit is granted subject to conditions placed on the proposed use to ensure compatibility with adjacent land uses.

**Approvals Process**

An application for a special use permit shall be processed as a Type II procedure (Development Code Article 10-4B). The application must meet the following approval criteria.

**Criteria, Standards and Conditions of Approval**

- A special use permit shall be granted by the City, only if the applicant demonstrates that:
  1. The use will provide a public benefit or satisfy a public need of the neighborhood, zoning district, or City;
  2. The characteristics of the special use will be compatible with the types of uses permitted in surrounding areas;
  3. The special use will not materially endanger the health, safety, and / or welfare of the community;
  4. The proposed location shall not result in either a detrimental over-concentration of a particular use within the City or within the immediate area of the proposed use, unless the proposed use is deemed a public necessity;
  5. The special use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing or projected traffic in the neighborhood;
  6. The special use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or adverse impacts can be mitigated;
  7. Neither the location, size and height of buildings, structures, walls, and fences, nor any screening vegetation for the special use shall hinder or discourage the appropriate development or use of neighboring properties;
  8. The special use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this Code; and
  9. The special use is not in conflict with the standards of the critical areas overlay.
- In granting any special use permit, the Hearing Examiner may prescribe appropriate conditions and safeguards that will ensure that the purpose and intent of this Code will not be violated.

**Effective Period**

- A decision granting a special use permit shall become effective upon the date of such decision.
- A special use permit automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit within three years of the effective date of the special use permit unless:

- a. The applicant has received an extension of time for the special use permit subject to criteria below;  
or
- b. The special use permit approval provides for a greater time period.

### **Extension of Time**

The Zoning Administrator may extend a special use permit, not to exceed one year, if:

- Unforeseen circumstances or conditions necessitate the extension of the permit; and
- Termination of the permit would result in unreasonable hardship to the applicant, and the applicant is not responsible for the delay; and
- An extension of the permit will not cause substantial detriment to existing uses in the immediate vicinity of the subject property.

### **Modification of Special Use Permit**

The City may initiate a modification to an approved special use permit. A modification will be processed in the same manner as a new special use permit. Through the modification procedure, the Hearing Examiner may delete, modify, or impose additional conditions upon finding that the use for which the approval was granted has been intensified, changed, or modified by the property owner or by the person(s) who control the property without approval so as to significantly impact surrounding land uses.

### **Special Use Permit to Run with the Land**

A special use permit granted pursuant to the provisions of City Development Code Section 10-41-3 shall continue to be valid upon a change of ownership of the site, business, service, use, or structure which was the subject of the permit application. No other use is allowed without approval of an additional special use permit.

### **Assurance Device**

In appropriate circumstances, the City may require a reasonable performance of maintenance assurance device, in a form acceptable to the City attorney, to assure compliance with the provisions of the Development Code and the special use permit as approved.

### **Permit Suspension or Revocation**

The City may suspend or revoke an approved special use permit only upon finding that:

1. The use for which the approval was granted has been abandoned for a period of at least one year;  
or
2. Approval of the permit was obtained by misrepresentation of material fact; or
3. The permit is being exercised contrary to the terms of approval.

## **APPLICATION - PART 1**

### **The below items must be submitted electronically, as applicable:**

- **Application Form**  
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees and associated environmental fees (contact the Community Development Department. for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the special use permit).*
- **Burden Of Proof Form**  
Provide a narrative report documenting compliance with all applicable approval criteria listed above (Development Code Section 10-41-3, Subsection D)

- **Site Analysis Map (Existing Site Conditions)**

Submit an electronic copy of the site analysis map drawn to scale. At a minimum the site map shall contain the following, as applicable:

- a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
- b. Identification of slopes greater than 10 percent and provide topographic contour lines shown at a five (5) foot minimum interval if over 6 percent;
- c. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
- d. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- e. Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- f. Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
- g. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- h. The general location, size, and species of existing trees and other vegetation having a caliper (diameter) of 12 inches or greater at four feet above grade;
- i. North arrow, scale, and names and addresses of all persons listed as owners on the most recently recorded deed.
- j. Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
- k. Other information, as determined by Community Development. The City may require studies or exhibits prepared by qualified professionals to address specific site features.

- **Assessor's Section Maps**

Submit an electronic copy of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

- **Title Report**

Submit an electronic copy of the title report with a legal description of the subject property, and live links to all recorded easements and encumbrances against the subject property.

- **SEPA Checklist**

- **Certificate Of Water & Sewer Availability**

Submit an electronic copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.

- **Required Public Notice**

Community Development staff will provide you with the preparation instructions at the Pre-Application Conference.

- **Site Plan**

Submit an electronic copy of the proposal, stamped by a licensed land surveyor, with written legal description. At a minimum the Site Plan shall contain the following, as applicable:

- a. Scale of drawing & North arrow
  - b. Vicinity map
  - c. Site area showing property boundaries & dimensions
  - d. Width and names of streets adjacent to the site
  - e. Existing buildings
  - f. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
  - g. Height of all structures
  - h. Parking areas/ spaces/ driveways
  - i. Landscaping
  - j. Fencing
  - k. Topography of the site
  - l. Easement(s) affecting the use of the property
  - m. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
  - n. Location and size of all wetlands
  - o. Easement which provides access to the public street
  - p. Access, if different from easement
- **Preliminary Grading Plan**  
Submit an electronic copy, stamped by a licensed engineer
  - **Architectural Drawings Of All Structures**  
Submit an electronic copy, stamped by a licensed architect / engineer
  - **Drawings of All Proposed Signs**
  - **Landscape Plan**  
Submit an electronic copy, stamped by a licensed landscape architect. At a minimum the Landscape Plan shall contain the following, as applicable:
    - a. The location and height of existing and proposed fences and other buffering or screening materials;
    - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
    - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
    - d. Existing and proposed building and pavement outlines;
    - e. Specifications for soil at time of planting and anticipated planting schedule.
    - f. Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation)
    - g. Other information as deemed appropriate by Community Development staff.

**APPLICATION - PART 2**

**Answer the Following, as Applicable (Answer N/A If Not Applicable)**

<b>Applicant Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Owner #1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Owner #2 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Agent/Consultant/Attorney:</b>	
Email:	Phone:
Address:	City, State, Zip:

Project Information	
Special Use Project:	
Site Address/Location:	
Parcel Number(s) of Project/Proposal:	
Legal Description of Project/Proposal:	
Section _____ Township _____ Range _____ Source of Legal Description:	
Parcel Size(s)	Estimated Sq Ft:
Adjacent Area Owned or Controlled (acres or sq. ft.):	
Parcel Number(s) of Adjacent Area:	
Existing Use of Subject Property:	
Describe proposed use of the property, noting change from "existing use":	
Zoning Designation:	Land Use Designation:
School District:	Fire District:
Sewer Purveyor:	Water Purveyor:
List Previous Planning Actions Involving Subject Property:	
Name of Public Road(s) Providing Access:	
Width of Property Fronting on Public Road:	
Does the Proposal Have Access to an Arterial or Planned Arterial: <span style="float:right">Yes      No</span>	
Name of Arterial Road(s):	

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account of this project that is not paid within 90 days of the

invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

**Required Signatures**

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project and carry out the work specified on the permit. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application permit in person or in writing. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.

**Applicant's Signature**

**Printed Name**

**Date**

The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.

**Property Owner's Signature**

**Printed Name**

**Date**

