

What is a Conditional Use Permit?

A Conditional Use Permit (CUP) is an approval for a specific type of use or activity that, although not a preferred use in a zoning district, 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 Comprehensive 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 (see Pre-Submission Conference Brochure). Once a completed application is accepted, the application along with the environmental checklist (if required) are routed to appropriate local and state agencies for review and comment. A public hearing is scheduled before the County Board of Adjustment (BOA) and a staff review is prepared.

Why is a Public Hearing Required?

Conditional uses undergo a public review in order to offer an opportunity for residents in the area to provide input regarding the proposed use. Public comment assists the Board of Adjustment in developing conditions in order to reduce public impact. 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 public. Nonetheless, in order for the BOA to approve a CUP they must find the proposal: consistent with the Comprehensive Plan; meets the purpose and intent of the zoning district; compatible with the existing and permitted zoning uses, conforming to environmental ordinances and other findings developed by the BOA.

Does the Board of Adjustment Have the Final Say?

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

Who May Attend the Hearing?

The applicant should attend the hearing. Also, the applicant is required to submit as part of the application, a list of adjacent landowners 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 that they would like to attend the hearing and provide input.

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). The property is posted at least ten days prior to the hearing date. Postings and publications are handled by County staff.

How Long Does it Take to Obtain a Conditional Use Permit?

You should allow approximately 60 days from the submittal of a complete application and final approval of the CUP. If an environmental review is required, approximately 90 days should be allowed. The length of time to process the permit is due to the 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. The Planning Department staff will do everything possible to expedite the permit process.

When and Where is the Hearing Held?

The Board of Adjustment meets every first Monday of the month in the Commissioner's public meeting room, located in the County Services Building at 115 W. Court St. 2nd floor in Goldendale. The meetings start at 7:00 p.m. Permit applications are considered in the order in which they are received. However, the Board of Adjustment has authority to change the order of agenda items if it is deemed that a potentially controversial item would unnecessarily delay routine items.

Do I have to Speak at the Hearing?

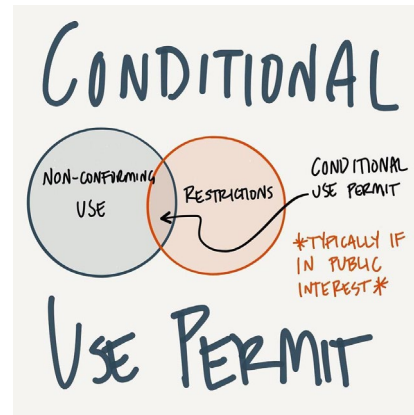
No. However, stating your case before the Board of Adjustment shows your sincerity and desire to receive favorable consideration of your project. The BOA may have questions about your project that only you can answer accurately.

How Much Does a CUP Cost?

The CUP application fee is \$500.00. A \$250.00 fee for an environmental review may also be required. Some of the more complex conditional use applications may require additional information (i.e. soils evaluations, drainage plans, wetland delineation, etc.,) and 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 CUP is effective (after all appeal periods and/or proceedings have been finalized).



**Klickitat County
Development
Assistance
Brochure**

Conditional Use Permits

If you have questions...

**Call the
Klickitat County Planning Department
(509) 773-5703
1-800-765-7239
(509)493-6084 from White Salmon
calling area
Fax (509) 773-6206
planning2@klickitatcounty.org**

**Or come by the County Services
Building
115 W Court Street,
Goldendale, WA 3rd Floor
8:00 AM - 5:00 PM**

**Klickitat County Planning Department
115 West Court St. MS-302
Goldendale, WA 98620**

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 the
CONDITIONAL USE PERMIT
process.**

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