

LAND USE PERMIT APPLICATION

Fees: Variance/Conditional/Reasonable Use Permit - \$750
SEPA Review (for CUP) - \$500
Land Use Hearing Examiner - \$1,000



Building & Planning Department 609 8th Street, Hoquiam, WA 98550
Phone (360) 532-5700 Fax(360) 538-0938

TYPE of PERMIT

- Conditional Use Permit SEPA attached: yes / exempt
- Land Use Variance
- Critical Areas Variance
- Critical Areas Reasonable Use Exception

Case Number _____

Date Received stamp

I. Name of Applicant: _____

Address: _____

Phone: _____

II. Site address: _____

Legal description & parcel number: _____

III. Property Owner: _____

Address: _____

Phone: _____

IV. Current Use of Property

Please describe how the property is currently used and what structures exist.

REQUIRED ATTACHMENTS

A. Describe the purpose and extent of the request.

Please attach a written statement addressing the criteria for approval you are requesting:

- Each of the criteria listed in section 10.07.120 (2) of the Hoquiam Municipal Code for a **Variance** approval you are requesting.
- Each of the criteria listed in section 10.07.130 of the Hoquiam Municipal Code for a **Conditional Use Permit** you are requesting.
- Each of the criteria listed in section 11.06.110 of the Hoquiam Municipal Code for a **Critical Areas Reasonable Use Exception** you are requesting
- Each of the criteria listed in section 11.06.120 of the Hoquiam Municipal Code for a **Critical Areas Variance** you are requesting.

Note: Copies of the City of Hoquiam codes are available upon request and on the website, www.cityofhoquiam.com.

PUBLIC NOTICE

A. The City will provide Notice of Application per Hoquiam Municipal Code 10.07.070.

HEARING

- A. The applicant or representative must be present at the public hearing.
- B. The public hearing is conducted by the City's Land Use Hearing Examiner. The Hearing Examiner will notify the Applicant and the City of the Notice of Decision within 7 days of the hearing.

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

PROOF OF AGENCY

A Proof of Agency is required for the acceptance of any application where the permit applicant (“Agent”) is not the recorded owner of the property (“Owner”). If the Owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the Chief Executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. All other applicants must fully complete this form, including the Owner’s signature, before the City of Hoquiam will process any application documents. Each separate application must include an original, fully executed Proof of Agency/Hold Harmless Agreement.

TO BE COMPLETED BY OWNER:

I, _____ <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
as the owner of the above-referenced property, hereby authorize the person or entity outlined below (the “Agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the Agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hoquiam Municipal Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the City to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____ [Signature of Property Owner/Chief Executive]		_____ [Date]	
_____ [Contact Address]		_____ [City]	_____ [State] [Zip]
_____ [Phone]		_____ [Fax]	

TO BE COMPLETED BY AGENT

_____ [Print name of Agent]		_____ [Title]	
_____ [Contact Address]		_____ [City]	_____ [State] [Zip]
_____ [Phone]		_____ [Fax]	

