



Community Development Department

Building • Planning • Code Enforcement

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674

www.ci.woodland.wa.us

Phone (360) 225-7299 / Fax (360) 225-7336

CONDITIONAL USE CHECKLIST

The following checklist applies to any Conditional Use permit type (administrative, non-administrative or a minor modification to an approved conditional use permit). **All of the following information must be submitted and the application fees must be paid in order for the application to be considered complete.**

NOTE: please provide all documents in electronic format in addition to submitting paper copies

- Land Use Application packet - all forms to be completed and signed as indicated:
 - Land Use Application form - applicant
 - Ownership Certification - property owner(s)
 - Completed Critical Areas Checklist - applicant
 - Agreement to Reimburse - applicant
- Application Fees - See the fee schedule. Payment may be made online or by check payable to the "City of Woodland." Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, etc.
- Critical Area Report - to be submitted if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
- Legal Description – Supplied by a title company or surveyor licensed by the State of Washington.
- Completed SEPA Checklist, if applicable. Submit with the applicable fee.
- Traffic Impact Analysis, if required by the Public Works Director.
- Shoreline Substantial Development Permit, if applicable
- Narrative – Submit a written narrative that explains how the project meets the criteria as outlined in WMC 17.72.050 and/or 17.72.100.
- Site Plan – ***see Site Plan requirement checklist for minimum requirements***
 - Six (6) full size copies (24" x 36") drawn to scale
 - One (1) reduced copy (to scale)