



CONDITIONAL USE & ADMINISTRATIVE CONDITIONAL USE SUBMITTAL REQUIREMENTS

Conditional uses are those uses which require additional review and special conditions to ensure that they are compatible with their site and surrounding area. A Conditional Use Permit may be granted by the Hearing Examiner, after public hearing and review. Administrative Conditional Use permits may be granted by the Community Development Director. The Hearing Examiner or Director shall impose all requirements for such use, as prescribed in Black Diamond Municipal Code Title 18 and or conditions and safeguards as are necessary to secure adequate protection for the area in which the use is to be permitted.

Submittal Requirements:

- City of Black Diamond Master Planning Permit Application form
- Certification and Transfer of Applicant Status form
- Four copies of a small-scale vicinity map.
- Four copies of a site plan of subject property in a scale of 1"=20' or other appropriate scale.
- Permit Fees (will vary depending on Administrative or Hearing Examiner review).
- FOR HOME OCCUPATIONS ONLY--Four copies of a Narrative which addresses the code criteria listed in Sections 18.54.020, 18.54.030 and 18.54.040.B.
- Four copies of a Narrative which both describes the use intended and the current use of the property and addresses each of the criteria listed below. The city will consider the following criteria in reviewing conditional use permit applications, and may only approve an application if the applicant demonstrates that all of these criteria are met:
 1. The proposal is consistent with the goals and policies of the comprehensive plan;
 2. Environmental and operational impacts associated with the use can be adequately mitigated through the imposition of reasonable conditions;
 3. The use is designed so as to be compatible with the character of the surrounding area;
 4. The location, size and height of buildings, structures, walls and fences and screening vegetation for the conditional use will not hinder permitted development or discourage the use of neighboring properties;
 5. The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property;
 6. It is not in conflict with the health and safety of the community;
 7. Pedestrian and vehicle traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood; and
 8. The conditional use will be supported by adequate public services and facilities, including any services and facilities that the applicant funds or provides.

Consideration of conditional use and administrative conditional use permit applications shall follow the procedures in Chapter 18.08.