



CHELAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801
TELEPHONE: (509) 667-6225 FAX: (509) 667-6475

**CONDITIONAL USE PERMIT
 SUPPLEMENTAL INFORMATION**

This packet is designed to assist you in preparing your application for a Conditional Use Permit. The Planning Department recommends, but does not require, a Pre-Application meeting for Conditional Use Permit applications. The Pre-Application meetings are scheduled appointments that offer an opportunity to find out potential challenges associated with your proposal, request information on a particular aspect of your proposal, or ask any questions you may have about the conditional use application requirements prior to submittal. No vesting rights are granted to the Pre-Application materials.

The following information is required at the time of submittal. ***An incomplete application will not be processed.***

- General Land Use Application Form
- SEPA Checklist (State Environmental Policy Act) (if applicable)
- Review Criteria Answers. Please refer to Chelan County Code 11.93.040.

Within twenty-eight (28) days of receiving an application, the applicant will receive a written Determination of Completeness or a notice of Incomplete, identifying required additional information. After issuing the Determination of Completeness, a Notice of Application will be issued within fourteen (14) days. The application is then routed to all agencies with jurisdiction and surrounding properties for a fourteen (14) day review and comment period. An open record hearing date will be set before the Chelan County Hearing Examiner and the applicant and all parties of record will be notified of the date, time, and place of the hearing. Testimony regarding the proposal will be taken and the applicant will be able to provide a rebuttal to all testimony presented. Upon closing the public hearing, the Hearing Examiner will then have ten (10) working days to approve, approve with conditions, or deny the application. The Hearing Examiner decision can be appealed (CCC Chapter 14.12).

Any questions regarding this process should be directed to Chelan County Department of Community Development.

CONDITIONAL USE PERMIT REVIEW CRITERIA

The applicant has the burden of proving that the proposed use meets the criteria set forth in Chelan County Code (CCC) Chapter 11.93. The general criteria review for all Conditional Use Permits is located in Section 11.93.040, below. Specific criteria review may apply depending on the proposed land use. Each use may have specific criteria outlined in 11.93 or 11.100 which need to be addressed in this application