



SPECIAL USE PERMIT

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Staff Use Only

Label

Date Stamp/Staff Initials

1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

Required documents must be submitted as paper documents **AND** PDF files on a flash drive

- ☐ Master Application
- ☐ Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- ☐ One (1) 11" x 17" site plan. If submitting full-size maps, include five (5) full size folded maps along with the one (1) reduced 11" x 17" Site Plan - See Site Plan Submittal Requirements on page 8
- ☐ Project Narrative- The narrative should specifically describe what is existing and proposed on the subject parcel including specific activities to occur on-site.
- ☐ Environmental Checklist (SEPA), if applicable
- ☐ Critical Area Determination, if applicable
- ☐ Landscape Plan, if applicable
- ☐ Stormwater Drainage Plan, if applicable
- ☐ Parking Plan, if applicable
- ☐ Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others.

For Wireless Communication Facilities (WCF)

Wireless Communication Facilities (WCF) Supplemental Checklist

2. Project Description (Attach separate sheet if necessary):

3. Property Zoning: Zoning Designation: _____

☐ Rural County ☐ Lacey UGA ☐ Tumwater UGA ☐ Olympia UGA ☐ Grand Mound UGA

4. Project Type: Choose all that apply. Refer to Table 1 TCC 20.54.070 for a list of uses and standards



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Administrative

- | | |
|--|--|
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Commercial project |
| <input type="checkbox"/> Wireless Communication Facility | <input type="checkbox"/> Hobby Kennel (4 to 10 dogs) |
| <input type="checkbox"/> Family Daycare | <input type="checkbox"/> Manufactured Home Park (2 to 4 units) |
| <input type="checkbox"/> Expansion of a Nonconforming Use (less than 5% in County, less than 25% in Olympia UGA) | |
| <input type="checkbox"/> Extension of Time | |
| <input type="checkbox"/> Other: | |

Hearing Examiner

- | | |
|--|--|
| <input type="checkbox"/> Home Based Industry | <input type="checkbox"/> Commercial project |
| <input type="checkbox"/> Wireless Communication Facility | <input type="checkbox"/> Kennel (11 or more dogs) |
| <input type="checkbox"/> Mine/Asphalt Plant 5 year review | <input type="checkbox"/> Mine/Asphalt Plant new or expansion |
| <input type="checkbox"/> Public Facilities (Park/ School/ Fire station) | <input type="checkbox"/> Church |
| <input type="checkbox"/> Manufactured Home Park (5 or more units) | <input type="checkbox"/> Daycare Center |
| <input type="checkbox"/> Riding stables/arenas/academies | |
| <input type="checkbox"/> Temporary Use per TCC 20.54.070 Includes properties rented or used for personal social events, such as wedding receptions, private parties or similar activities, more than four times during any one calendar year | |
| <input type="checkbox"/> Expansion of a Nonconforming Use over 5% (over 25% in Olympia UGA) | |
| <input type="checkbox"/> Extension of Time | |
| <input type="checkbox"/> Other: | |

5. Access: ☐ Existing ☐ New ☐ Private Road ☐ Public Road

Name of road or street from which access is or will be gained: _____

How many other parcels have access by this road ? Include vacant parcels? _____

6. Utilities

Water Supply:

Existing: ☐ Single Family Well ☐ Two Party Well ☐ Group B Well ☐ Group A Well

Name of public water system: _____

Proposed: ☐ Single Family Well ☐ Two Party Well ☐ Group B Well ☐ Group A Well

Name of public water system: _____

Is water system located/proposed onsite? ☐ Yes ☐ No



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If no, tax parcel number of property the water system is or will be located: _____

Are there any off-site water supplies within 200 feet of the property? ☐ Yes ☐ No

The methods used to obtain this information must be documented, which may include communications with adjacent property owners and field verification. How was this information verified?

Sewage Disposal:

Existing: ☐ Individual Septic System ☐ Community Septic System

☐ Public Utility Name of Public Utility _____

Proposed: ☐ Individual Septic System ☐ Community Septic System

☐ Public Utility Name of Public Utility _____

Are the test pits dug? ☐ Yes ☐ No If No, explain

Is sewage system located/proposed onsite? ☐ Yes ☐ No

If no, Tax parcel number of property the system is located or will be located: _____

7. Critical Areas on or within 300' of the property

☐ None ☐ Shoreline ☐ River/Creek ☐ Lake/Pond ☐ Wetland ☐ Ditch ☐ High Ground Water

☐ Important Habitat/ Species ☐ Oak trees ☐ Mima Mounds

Name of water body: _____

Has the property ever flooded? ☐ No ☐ Do not know ☐ Yes, when? _____ (Include area on site plan)

Slopes greater than 40%? ☐ Yes ☐ No

Are there other Critical Areas? (e.g. eagle's nest, etc.): _____

8. Project Information: Provide as much detail as possible. Attach a separate sheet if necessary.

a. What are the hours of operation?

b. What are the days of operation?

c. What is the total number of employees engaged in the business?

d. Does the owner/operator of the proposed business reside on the property where the business is located? ☐ Yes ☐ No



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- e. Are customers expected to visit the site? ☐ No ☐ Yes.
If Yes, the average number of customers visiting the site per day _____ per week _____
- f. Are parking spaces being provided? ☐ No ☐ Yes. How many _____
- g. Will this proposal generate noise? ☐ No ☐ Yes. Please describe.
- h. Will there be any outside storage of materials or equipment? ☐ No ☐ Yes. Please describe
- i. Will there be hazardous materials associated with the use? ☐ No ☐ Yes
If yes, please provide a hazardous materials handling, storage, and spill response plan. The plan should describe how materials will be stored and handled so that any leaks or spills will not contaminate ground or surface water.
- j. Are any vehicles involved in the business? ☐ No ☐ Yes List the type of vehicle and how many.
- k. Is a sign proposed? ☐ No ☐ Yes. How many and what type (wall sign, monument sign, other)?
- l. Is the use proposed within an accessory structure? ☐ No ☐ Yes.
What is the square footage of the accessory structure? _____
- m. Gross square footage: Existing buildings _____ Proposed buildings: _____



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n. Square footage of existing impervious area: _____ Proposed: _____

(Impervious area means pavement, compacted gravel, asphalt, concrete, roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.)

o. Gross square footage of the total finished project? _____

p. What provisions have been made to safeguard the adjoining properties against any detrimental effects that might result from establishing the proposed use?

9. Additional information: For the specific projects noted below, check the box and answer the questions in that section.

☐ DAY CARE CENTER or NURSERY SCHOOL

1. What is the maximum number of students you are proposing? _____
2. What is the estimated maximum expected vehicular trips generated? _____
3. How are these vehicular trips distributed by type/mode and time of day? _____

☐ KENNEL

1. Where will the dogs be housed? (also show the location on your site plan)
2. What is the type and height of existing and proposed fencing? (also show the location on your site plan)
3. How will dog waste be handled on the site and properly disposed of off-site?

☐ NONCONFORMING USE

1. Are you converting one nonconforming use to another or enlarging a nonconforming use over 5%?
☐ Yes ☐ No
2. What is the present (or previous if not occupied) use of the structure?



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3. What date was the structure last in use for the above operation? _____
4. When was the structure first occupied by the present use or similar use? If similar use, please describe
5. For conversions only, explain why the design of the structure housing the existing nonconforming use precludes its use for any of the uses permitted in this zoning district.
6. For conversions only, how will the proposed use be more compatible with the permitted uses of the zoning district than the existing use?

☐ HOME OCCUPATION/ HOME BASED INDUSTRY

1. Will there be exterior structural alternations of the primary residence in order to accommodate the home occupation? ☐ No ☐ Yes. Please describe.
2. What is the square footage of the total building area on the property that will be devoted to the home occupation/home based industry?
3. Will all activity related to the conduct of business be conducted within an enclosed structure?
☐ Yes ☐ No If no, please describe.
4. Will classes be held or instruction given?
☐ No ☐ Yes. Please describe.



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10. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale.
- Example scales include 1" = 30' or 1" = 100'
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
	a. North arrow, site address, tax parcel number and map scale used	
	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	
	c. All existing and proposed structures	
	d. Setback distances from all property lines (or road easements) to all existing and proposed buildings	
	e. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	f. All easements encroaching onto the property (for example: utility, road, railroad, etc)	
	g. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	h. The location of all existing off-site water supplies within 200 feet of the project site with their associated sanitary control radii (100' for wells & 200' for springs).	
	i. The location of any area protected by covenant on the project site for water sources.	
	j. Location of any critical areas and buffers (example: wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc)	
	k. Location of existing and proposed parking and outside storage areas	
	l. The location of all loading spaces, including but not limited to, loading platforms and loading docks.	
	m. The location of all existing and proposed signage.	
	n. Areas to be cleared, graded, filled, excavated or otherwise disturbed. Include a written estimate of both cut and fill quantities in cubic yards.	
	o. Proposed stormwater drainage facilities type and location	
	p. All existing vegetation to remain and proposed landscaping, including location and type	
	q. Topographic information for the entire property based on available County two (2) foot contour maps. This information may be provided on a separate map	



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	r. Vicinity Map at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways	
	s. For projects where new or altered on-site septic systems are proposed, soil test pits shall be dug in the proposed location of the on-site septic system as described in Article IV, Section 10.3. The soil test pit locations shall be shown on the site plan and clearly staked and labeled on the site, with the route properly flagged. In some instances, the applicant may be required to retain the services of an on-site septic system designer or professional engineer to conduct further analysis of soil and site conditions.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.