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# *Conditional Use Permits*

Brochure #8

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## ***When do I need a Conditional Use Permit?***

While some land uses in the City are out-right permitted, some uses are “conditional.” Conditional uses require special review in order to ensure compatibility with permitted uses. Conditional Use Permits are either granted or denied by the Hearing Examiner after consideration has been given to the performance standards identified in the Mukilteo Municipal Code 17.64.020 and after the Hearing Examiner has reasonable assurance that the Conditional use would not impose on the general health, safety, or welfare of the residents of the City.

## ***What is required to apply for a Conditional Use Permit?***

1. Conditional Use Permit Application
2. Land Use Permit Application
3. Additional submittals requirements as shown on the table “Project Permit Submittal Requirements” under the column heading “Conditional Use Permits”
4. Conditional Use Permit application fee and a Hearing Examiner deposit

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City of Mukilteo  
Planning and Community Development Department  
11930 Cyrus Way  
Mukilteo, WA 98275  
(425) 263-8000

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## ***What are the steps in the Conditional Use Permit application process?***

1. Schedule a pre-application meeting with City Planning Dept. staff prior to application submittal.
2. Submit a complete application with applicable fees.
3. Public noticing and posting of the Conditional Use application shall occur in accordance with City regulations.
4. Staff will review the application and, upon determination that the application meets the performance standards, will schedule the application before the Hearing Examiner at the next regular meeting (held on the 2<sup>nd</sup> Thursday of each month).
5. The Hearing Examiner will review the application at a public hearing and consider testimony presented by staff, the applicant and any interested persons.
  - The Hearing Examiner may approve, deny or approve with conditions.
  - The Hearing Examiner may make a decision on the application at the meeting or may continue the application review to the next regular meeting to allow time for consideration or submittal of additional information.
  - The Conditional Use Permit shall be declared void if there is failure to comply with the conditions as approved by the Hearing Examiner.
6. The recipient of a Conditional Use Permit shall have the property owner sign a Land Use Binder with the City. The permit shall not be effective until such binder has been recorded with the Snohomish County Auditor's office.
7. The Conditional Use Permit shall be subject to re-evaluation by the Hearing Examiner if the use is expanded or intensified, or if it creates a nuisance or safety problem for the surrounding neighborhood. The Hearing Examiner, as part of its re-evaluation, may impose additional conditions, or revoke the permit if the problem cannot be satisfactorily resolved.

## ***Can the Hearing Examiner's decision be appealed?***

Any appeal of a decision rendered by the Hearing Examiner must be made to the Superior Court within twenty-one (21) days after the date of the decision.

**For questions or additional information:**

Call...

City of Mukilteo  
Planning & Community Development Department  
(425) 263-8000  
Fax (425) 212-2068

Location...

11930 Cyrus Way  
Mukilteo, Washington 98275

Hours...

Monday - Thursday  
7:30 a.m. to 5:00 p.m.  
Friday  
7:30 a.m. to 4:30 p.m.

**IF YOU WISH TO APPLY BE SURE TO HAVE THE  
FOLLOWING FORMS**

- ◆ Conditional Use Permit Application Form
- ◆ MMC 17.16.040 (Matrix)
- ◆ Vicinity Map Sample

THIS BROCHURE IS INTENDED TO BE A GUIDE FOR INFORMATION ONLY. PLEASE BE ADVISED THAT THE INFORMATION CONTAINED IN THIS BROCHURE MAY NOT BE COMPLETE AND IS SUBJECT TO CHANGE.