

ADMINISTRATIVE USE PERMIT *Checklist*



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

This is a checklist of materials required for an Administrative Use Permit. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

# OF SETS REQUIRED	DESCRIPTION
5	Administrative Use Permit Application
5	Construction Drawings
1	Affidavit of Ownership
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

ADMINISTRATIVE USE PERMIT *Application*



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Please type or print clearly. Incomplete information may delay the project approval.

APPLICANT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
PROPERTY OWNER:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
AGENT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

PROJECT NAME & TYPE:				
Project Address:			Parcel Number(s):	
Zoning:	Current Use:			
Area/Acreage:	Township:	Range:	Section:	Quarter Section:

PROVIDE A <u>DETAILED</u> DESCRIPTION OF THE PROPOSAL. (MAY BE ATTACHED)
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Describe the proposal's assurances that granting the Administrative Use Permit will not be detrimental to the public health, safety, and general welfare.
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Describe the proposal's assurances that granting the Administrative Use Permit will not be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site where the proposed use is to be located.

How do you plan to protect surrounding properties, neighborhoods and the general public from any adverse impacts associated with the proposed use?

How will you mitigate any impact of the proposed use and how can the actions be monitored and enforced?

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:

Owner Agent/Other (specify):

Signature:

Date:

