



**CITY OF BLACK
DIAMOND**
Community Development Dept.
24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4567

CONDITIONAL USE PERMIT CHECKLIST

ABOUT CONDITIONAL USE PERMITS (CUP):

Conditional uses are those uses which require additional review and special conditions to ensure that they are compatible with their site and surrounding area. There are two types of CUPs, an Administrative Conditional Use Permit may be granted by the Director, a Conditional Use Permit may be granted by the Hearing Examiner after a public hearing. 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.

Public notice is required for both types of CUP applications. Once the application has been determined to be complete, City staff will issue a formal notice of application to property owners within 300-feet of the property, publish it in the paper, online, and post on site. A fourteen-day public comment period will follow. For a CUP that requires a public hearing, notice will be provided no less than fourteen days prior to the hearing, through use of the same methods indicated for notice of application.

REVIEW PROCESS:

A **pre-application meeting** is recommended prior to the formal CUP submittal.

An Administrative CUP or CUP is a Type 2 or 3 decision made by the Director or Hearing Examiner, respectively, and may be granted if the application complies with the following criteria:

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.

Code References

Conditional Use Permit
Chapter 18.12.101 BDMC

Zoning and Procedures
Title 18 BDMC

Resources

King County iMap
Black Diamond Zoning Map

Questions?

Planning Division
Permit Status

City of Black Diamond
24301 Roberts Drive
PO Box 599
Black Diamond, WA 98010
www.blackdiamondwa.gov



SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Narrative, which states:
 - a. The use intended and the current use of the property.
 - b. The criteria listed above (also found in BDMC 18.12.101)
3. ☐ FOR HOME OCCUPATIONS ONLY-- a Narrative which addresses the code criteria listed in Sections 18.54.020, 18.54.030 and 18.54.040.B.
4. ☐ Vicinity map
5. ☐ Site plan of subject property in a scale of 1" = 20' or other appropriate scale