



CITY OF CANNON BEACH

CONDITIONAL USE APPLICATION

Please fill out this form completely. Please type or print.

Applicant Name: _____

Email Address: _____

Mailing Address: _____

Telephone: _____

Property-Owner Name: _____

(if other than applicant)

Mailing Address: _____

Telephone: _____

Property Location: _____

(street address)

Map No.: _____ Tax Lot No.: _____

CONDITIONAL USE REQUEST:

1. Description of the proposal.

2. Justification of the conditional use request. Explain how the request meets each of the following criteria for granting a conditional use.
 - a. Explain how a demand exists for the use at the proposed location. Several factors which should be considered include: accessibility for users (such as customers and employees); availability of similar existing uses; availability of other appropriately zoned sites, particularly those not requiring conditional use approval; and the desirability of other suitably zoned sites for the use.

 - b. Explain in what way(s) the proposed use will not create traffic congestion on nearby streets or over-burden the following public facilities and services: water, sewer, storm drainage, electrical service, fire protection and schools.

- c. Show that the site has an adequate amount of space for any yards, buildings, drives, parking, loading and unloading areas, storage facilities, utilities, or other facilities which are required by City Ordinances or desired by the applicant.

- d. Show that the topography, soils, and other physical characteristics of the site are appropriate for the use. Potential problems due to weak foundation soils must be shown to be eliminated or reduced to the extent necessary for avoiding hazardous situations.

- e. Explain in what way an adequate site layout will be used for transportation activities. Consideration should be given to the suitability of any access points, on-site drives, parking, loading and unloading areas, refuse collection and disposal points, sidewalks, bike paths or other transportation facilities required by City ordinances or desired by the applicant. Suitability, in part, should be determined by the potential impact of these facilities on safety, traffic flow and control and emergency vehicle movements.

- f. Explain how the proposed site and building design will be compatible with the surrounding area.

Use extra sheets, if necessary, for answering the above questions. Attach a scale-drawing showing the dimensions of the property, adjacent street(s), dimensions of existing structure, and dimensions of proposed development.

Application Fee: \$750.00

Applicant Signature: _____ Date: _____
 Property Owner Signature: _____ Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

For Staff Use Only:

Date Received: _____ By: _____
 Fee Paid: _____ Receipt No.: _____

(Last revised March 2021)

CONDITIONAL USE PERMIT - GENERAL INFORMATION

What is a Conditional Use Permit?

Land use on all property in Cannon Beach is governed by zoning districts established by the City Council. Cannon Beach has two main types of zoning districts: residential and commercial. Within each of these main categories there are specific zoning districts, such as Medium Density Residential, R-2, and High Density Residential, R-3. Every zoning district has a list of permitted uses and a list of uses that are only allowed after being approved for a conditional use permit. For example, on property zoned R-2, Medium Density Residential, a single-family dwelling is allowed outright, but a church would be allowed only if approved under a conditional use permit.

The Purpose of Conditional Use Permits

Certain uses by their very nature need special consideration before they can be allowed in a particular zoning district. The reasons for requiring such special consideration involve, among other things, the size and intensity of the use, traffic generated by the use and compatibility of the use with the area. These issues are addressed through the conditional use permit process which involves a public hearing before the Planning Commission.

Application and Processing.

If the use you wish to establish on your property requires a conditional use permit, the first step is to informally discuss your proposal with the City Planner. Applications may be submitted by the property owner or an authorized agent. An application should include a detailed statement of the proposed use and a plot plan showing the development of the site. After you submit a completed application, accompanied by a fee to help defray the cost of processing, the City will begin processing your conditional use application.

Public Hearing - Planning Commission.

Conditional use permit requests are considered by the Cannon Beach Planning Commission at a public hearing. Hearings for conditional use permits will be held within 40 days after the application is submitted. Notice of the hearing is mailed to the applicant and to property owners with 250 feet of the site in question. Prior to public hearing, the City Planner will prepare a written report on the request. The report will contain the background of the request and a recommendation based on an investigation of the facts of the proposal and how they pertain to the criteria for granting a conditional use permit. A copy of the report will be mailed to the applicant. Anyone interested in the application may request a copy of the report. At the public hearing, the property owner desiring the conditional use permit has the burden of establishing that the requested conditional use meets the criteria in the Zoning Ordinance. Other people will be given the opportunity to speak in favor of the request, offer comments, ask questions, and/or speak in opposition. At the end of the hearing, the Planning Commission will approve, approve with conditions, or deny the conditional use request.

Appeals to the City Council.

Appeals of the Planning Commission action must be made within 20 days of the decision. The basis of the written appeal must be that the Planning Commission made an error in its decision. The applicant may ask for a new hearing before the City Council or request that the City Council review the Planning Commission record established in making its decision. The City Council may either uphold, reverse or place conditions upon the Planning Commission decision.