



115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

## Administrative Use Permit

### Background Information

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property owner (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Engineer/Land Surveyor \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Purpose

The purpose of the administrative use permit review process is to ensure that the requested activity will be in full compliance with applicable regulations and that such uses are compatible with the comprehensive plan, adjacent uses, and the character of the vicinity.

### Project Description

Administrative Use Site Location/Address \_\_\_\_\_

Description of project, including that aspect of the project that requires administrative use permit approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Classification of Site: \_\_\_\_\_

Code section specifying that an Administrative Use Permit is required for the project:

\_\_\_\_\_

Describe existing improvements to property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe improvements on adjacent property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the property is presently being used and what changes, additions, improvements, etc. will be made to adapt the site for the administrative use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Administrative Use Criteria - Required Findings**

Before any administrative use permit may be granted, the Planning/Building Director shall adopt written findings showing that the following criteria are met by the proposal. Please provide statements in support of each criteria (attach additional sheets if necessary):

1. The proposed use will not be detrimental to the public health, safety, and welfare; injurious to property or improvements in the vicinity; or adversely affect the established character of the surrounding vicinity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The proposed use will meet or exceed all applicable development, design and performance standards and guidelines required for the specific use, location, or zoning classification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The proposed use will be consistent and compatible with the goals, objectives and policies of the comprehensive plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. All conditions necessary to lessen any impacts of the proposed use are measurable and can be monitored and enforced.

\_\_\_\_\_  
\_\_\_\_\_

**Submittal Requirements**

Please submit a minimum of two sets of plans, materials and other applicable information specified. Based on a preliminary review of the proposal, the director may determine that additional information is necessary to complete the review, and shall be provided by the applicant. The Director may require as a condition of administrative use permit approval that the applicant furnish the city with a performance bond, or other form of guarantee deemed acceptable by the city attorney, to secure the applicant's obligation to complete the provisions and conditions of the permit as approved.

**Duration of an Administrative Use Permit**

In the event that an administrative use permit is not exercised within one year from the effective date of approval, it shall automatically become null and void; provided, however, that for good cause the director may grant a one-time extension of one year if an extension request is filed with the department no less than 15 days prior to the date of expiration for the administrative use permit.

**Legal Description of Property Involved in this Request**

Lot(s)\_\_\_\_\_Block(s)\_\_\_\_\_Subdivision\_\_\_\_\_

Note: If the property is not platted, provide a complete legal description and parcel number for each parcel or tract within the project site, obtained from a Title company or the Pierce County Assessor-Treasurer. If the project site is large and contains several lots or tracts and different ownerships, do not attempt to write an overall legal description. Outlining the project site on a current print of an Assessor's Map will be sufficient.

If more space is needed attach additional 8-1/2" x 11" sheets to this form.

I/We \_\_\_\_\_, hereby attest that I/We am/are a property owner(s) or officer of a corporation owning property involved in this request and that I have familiarized myself with the rules and regulations of the City of Fircrest, with respect to preparing and filing this application and hereby give consent to this application and that the foregoing statement, answers and information submitted in behalf of this application are in all respects true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Name of individual, corporation or company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

For Staff Use Only

Application filed on \_\_\_\_\_ 20\_\_ By \_\_\_\_\_

Received by \_\_\_\_\_ Fees paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Application Request	Intake Fee	Deposit Fee
Administrative Use Permit	\$360.00	\$1,080.00