



# City of Sumner Conditional Use Permit Application

Community Development  
1104 Maple Street, Suite 250  
Sumner, WA 98390  
Tel. (253)299-5530 Fax: (253)299-5539  
[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us)

(Please fill out ALL fields unless otherwise noted)

**File Number:** \_\_\_\_\_

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:
<b>Description of Project:</b>				

**Supporting Materials Required:**

**Office Applicant - (please check off all "applicant" boxes)**

**This Application Form and Checklist**

**Site Plan**

**(No site plan required for interior tenant improvements)**

- Building envelope with building setbacks
- Environmental constraints delineated
- Streets in relationship to the proposed building
- Location of easements (if any)
- Stormwater/open space locations
- Parking configuration
- Accessible spaces
- Location of fire hydrants
- Fire access lanes

**4 - Copies (11" x 17")  
1 - Full Sheet (24" x 36")**

**Floor Plans**

- Identification of the use of all areas
- Proposed use of the spaces and storage arrangements
- Design Review Conditions added to plans (if applicable)

**4 - Copies (11" x 17")  
1 - Full Sheet (24" x 36")**

**Cover letter addressing criteria of SMC18.48.050**

**Mailing list of all property owners within 500 feet**

**Permit fee (Please consult the Permit Specialist for the fee amount)**

**1 - Copy  
2 - Sets of labels**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

**\*\*BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)**

\_\_\_\_\_  
SIGNATURE OF OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_