



Conditional Use Permit

Frequently Asked Questions and Tips

The City of Algona has created customer tip sheets to inform the general public about the City's land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant's responsibility to understand all requirements and ensure the project meets the City's applicable codes and regulations.

What is a Conditional Use Permit?

A Conditional Use Permit (CUP) is a permit that regulates the intended use of a parcel in which the intended use may require supportive documentation, controls, or safeguards.

Why is a Conditional Use Permit necessary?

A zone regulates the types of land uses and activities on property to ensure that the zone has a uniform character. If a zone conditionally allows a use, then a CUP is required.

A CUP is an opportunity for City staff to review a proposed use to evaluate potential adverse effects and require additional development or design safeguards. Review is necessary to ensure that the proposed, conditional use will be harmonious with the zone and adjacent properties.

How long does it take to get a CUP?

A CUP typically takes four (4) to six (6) months to process and approve. The length of time may vary depending on the complexity of the project and the responsiveness of the applicant.

What is the application process?

1. Submit the CUP application and required materials by email to: juliek@algonawa.gov.
2. The City will review the application for completeness within 28 days.
3. When the application is deemed complete, the submittal materials will be circulated to various departments for review and commenting.
4. Once City staff approves the application, a staff report is prepared to present to the Planning Commission at a public hearing for review and recommendation.
5. If the Planning Commission approves the application, they will send a recommendation to the City Council to review at a separate public hearing.
6. City Council reviews the application and adopts a decision. If approved, the City will issue the permit.

How much does a CUP cost?

The City's fee schedule for permits is updated on an annual basis. The fee schedule is located in [Chapter 2.50](#) in the Algona Municipal Code (AMC).



Note: This Tip Sheet does not include all codes and regulations that may be applicable to your project. The applicant is responsible for demonstrating compliance with adopted codes and regulations, whether or not described in this document.

For more information: City of Algona | www.algonawa.gov | (253) 833-2897

To request this information in an alternative format or a reasonable accommodation, please call (253) 833-2897. TTY or STS users please dial 711 to connect to Washington Relay Service.



What do I need to submit?

All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the City to confirm if additional materials are anticipated to be required.

At minimum, a complete land use application includes:

- Complete Conditional Use Permit Application
- Land Use Narrative
- Application Fee
- Site Plan
- Building Elevations
- Floor Plan

What is a land use narrative?

A land use narrative is the applicant's opportunity to describe the proposed project's intent, design, and operations. The land use narrative should describe how the project meets the City's approval criteria for a Conditional Use Permit. Responses to each of the approval criteria is required and should be answered as completely as possible.

What are the approval criteria?

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 22.44.020 AMC](#).

A CUP may only be granted by the City upon the following findings:

1. The conditional use conforms generally to the goals and policies of the Comprehensive Plan and the requirements of this title.
2. The conditional use meets the overall density, lot coverage, yard height and all other regulations of the district in which it is located.

3. The conditional use is designed in a manner which is compatible with the character and appearance of the existing or proposed development in the vicinity of the subject property.
4. The location, size and height of buildings, structures, walls and fences, and vegetation screening for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or 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. Requested modifications to the standards of this title are limited to those which will mitigate impacts in a manner equal to or greater than such standards.
7. The conditional use is not in conflict with the health and safety of the community.
8. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous to, or in conflict with, existing and anticipated traffic in the neighborhood.
9. The conditional use will be supported by adequate public facilities and services, and either will not adversely affect public facilities and services to the surrounding area or can be mitigated to avoid such adverse effect.

Is a pre-application meeting required?

Any person considering the short subdivision of land is strongly encouraged but not required to participate in a pre-application meeting with city staff before any plans are drawn. The pre-application meeting shall be an informal review of the proposed short plat where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

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