



CONDITIONAL USE PERMIT (CUP) PROCESS

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use Permit (CUP) is required for the establishment of any use listed in the Zoning Ordinance as a conditionally allowed use, and to allow the on-site sale and consumption of alcoholic beverages in conjunction with an eating and drinking establishment. Proposals to change the nature of an existing CUP, to increase the size of a building or site containing a conditional use, or to alter the conditions of an existing CUP, shall be subject to issuance of a new CUP. Conditional Use Permits can only be granted if a project meets all of the findings listed in [PAMC Section 18.76.010\(c\)](#). (See: [CUP Submittal Checklist](#)).

APPLICATION PROCEDURE

STEP 1: PRELIMINARY MEETING. Please schedule a preliminary [virtual](#) or [in person](#) meeting with a [Planner](#) to review the feasibility of a CUP.

STEP 2: REQUIRED DOCUMENTS. Obtain and/or create the items defined in the [CUP Submittal Checklist](#).

STEP 3: APPLY ONLINE. Register for the City's Portal and upload project documents to the [City's Online Permitting System \(OPS\)](#). See this [webpage](#) for further instructions.

STEP 4: INTAKE APPOINTMENT AND FEES. Schedule an [intake appointment](#). Be ready to pay application fees online during your intake appointment.

STEP 5: ON SITE POSTING. When the application is accepted you will receive a PDF project sign from the City.

CITY REVIEW AND DECISION PROCEDURE

Conditional Use Permits are acted upon as follows:

- The first round of review will take approximately thirty (30) days after the intake appointment. Applications are assessed by various City departments to determine if the application is complete or incomplete. Notices will be mailed to property owners and occupants within 600 feet of the property to inform them of the project submittal.
- If your application is incomplete additional information will be requested by your Project Planner.
- Once the project is deemed complete the Director of Planning and Development Services or their designee considers the departmental comments and makes a decision on the application. They may impose such reasonable conditions or restrictions as deemed necessary to secure the purposes of the Zoning Code and to assure operation of the conditional use in a manner compatible with existing and potential uses on adjoining properties and in the general vicinity. A tentative Director's decision will be emailed to the Primary Contact and mailed to the property owners and occupants within 600 feet of the property.
- The Director's decision will become final fourteen (14) days after the tentative decision is mailed unless a written request for a hearing is filed with the Planning Manager and Project Planner.
- If a hearing is requested it will be scheduled before the Planning and Transportation Commission (PTC) so they may review the project and make a recommendation to the City Council.
- The City Council can vote to approve the PTC's recommendation or vote to hear the project and render a decision. In either case, the City Council's decision is the final decision. See [PAMC Sections 18.76](#) and [18.77](#).