



DATE REC'D: _____

CONDITIONAL USE PERMIT APPLICATION

PLANNING DEPARTMENT

\$300.00 one-time Administration Fee

SECTION 1:

_____ PLANNING CASE NO _____ PLANNING COMMISSION DATE/TIME
_____ DATE FILED _____ CITY COUNCIL DATE/TIME
_____ OTHER PUBLIC HEARING DATE/TIME

SECTION 2:

APPLICANT: _____ PHONE NO.: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

SECTION 3:

LOCATION OF PROPERTY: _____
PROPERTY ADDRESS (If applicable): _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SUBDIVISION: _____

LEGAL DESCRIPTION:

EXISTING USE OF PROPERTY:

PROPOSED USE OF PROPERTY:

DESCRIPTION OF CONDITIONAL USE REQUESTED:

WETLANDS PRESENT? YES NO

_____ TOTAL ACREAGE

_____ PRESENT ZONING DESIGNATION

_____ REQUESTED ZONING DESIGNATION

_____ PRESENT LAND USE

_____ REQUESTED LAND USE

WILL ZONING CHANGE BE REQUIRED? YES (If yes, complete and submit Re-zoning Application)

NO

HAS THE PRESENT APPLICANT PREVIOUSLY SOUGHT TO SUBDIVIDE, REZONE, OBTAIN A

VARIANCE OR A CONDITIONAL USE PERMIT ON THE SUBJECT SITE OR PART OF IT? YES*

NO

***IF YES:**

WHEN? ___/___/___

WHAT WAS REQUESTED?

WHAT WAS THE OUTCOME OF THE REQUEST?

CHANGES MADE IN PLAN SINCE CONCEPT WAS APPROVED:

SECTION 4:

PROPERTY OWNER: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

CONDITIONAL USE PERMIT

CONDITIONAL USE PERMIT FEES:

\$300.00 one-time Administration Fee

CONDITIONAL USE PERMIT INSTRUCTIONS:

The applicant must file seven (7) copies and one (1) 8 1/2" x 11" or 8 1/2" x 17" reproducible copy of the plat plan. Application must also be accompanied by twelve (12) copies of the site plan/survey, which shall consist of maps and written statements and include the following:

1. Survey/Site plan drawn to scale showing dimensions.
2. Location and dimensions of all existing and proposed buildings and structure(s) on lot, height and square footage.
3. Existing and proposed use of the property on site and within 350 feet of subject site.
4. Dimensions of property, proposed structure(s), and setbacks (show dimensions to lot lines).
5. Curb cuts, driveways, parking spaces.
6. Off-street loading areas.
7. Landscaping plan, which meets all requirements of Zoning Ordinance. (see attachment).
8. Square feet of hard surface covering (roofs, roads, driveways, etc. Specify each.)
9. Drainage plan.
10. Type of business and proposed number of employees by shift.
11. Proposed floor plan, with use indicated.
12. Sanitary sewer and water plan with estimated use per day.
13. Soil type.
14. Adjacent street(s) within 350 feet.
15. Existing zoning of all parcels on and within 350 feet of the subject property.
16. North direction and scale.
17. Names and addresses of all owners of lands within 350 feet of the outer boundaries of the property as contained in the records of the county auditor.
18. For fill, provide existing and proposed grades, drainage, type of fill, and purpose of the fill.

See also LANDSCAPING in Zoning Ordinance.

Conditional Use Permit requested must meet four criteria listed below:

1. Granting a Conditional Use will not adversely affect the public health, welfare, and safety, and will not be detrimental or injurious to property or improvements in the neighborhood.
2. Strict enforcement or interpretation would result in a practical difficulty or unnecessary hardship inconsistent with the intent of the Zoning Ordinance.
3. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.
4. Granting of the Conditional Use will not allow a use, which is otherwise not permitted in the Zoning District in question.