

Administrative Procedure

ARTICLE 13: CONDITIONAL USES PERMITTED BY SPECIAL REVIEW

SECTION 13.2: APPLICATION REQUIREMENTS

A written application for a conditional use permit, initiated by a property owner or authorized agent shall be submitted to the Zoning Administrator indicating the section(s) of the Ordinance to be excepted and stating the reason for which it is requested. **A pre-application conference with City staff shall occur and the application shall be filed with the Zoning Administrator at least twenty-eight (28) days prior to the Planning Commission's meeting. City staff will prepare a written agreement and recommendations within ten (10) days of application for a Conditional Use.**

All conditional use permits shall be submitted to the Planning Commission for review prior to the City Council meeting. A minimum filing fee of one hundred fifty (\$150.00) dollars is required for each application.

The applicant shall prepare a site plan drawing to scale showing the property, buildings, etc., and special use area and intentions. Section 13.3 requirements shall be designated on the site plan and landscaping requirements shown, when applicable.

**APPLICATION FOR
CONDITIONAL USE PERMIT**

(To be filled out by Applicant)

- 1. **Application No.** _____ **Date Filed** _____ **Hearing Date** _____

- 2. **Applicants Name** _____
Address _____
Telephone No. _____

- 3. **Present Owner** _____

- 4. **Present Zoning** _____

- 5. **Property Description or Location: Subdivision** _____
Other Description _____ **Block No.** _____ **Lot No.** _____

- 6. **Present Use of Property** _____

- 7. **Desired Use of Property** _____

- 8. **Adjoining Property Use**
North _____ **South** _____
East _____ **West** _____

- 9. **If change is granted, how will it affect adjoining property?**

- 10. **Reasons for request** _____

- 11. **Additional Data or Comments submitted (site plan is required)** _____

Applicant's Signature

Schedule Pre-Application Meeting
Date _____

Time _____

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SECTION 13.3: RULES GOVERNING INDIVIDUAL EXCEPTIONS

13.301 ACCESS: Ingress and egress of property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.302 PARKING: Off-street parking and loading areas where required, with particular attention to the items in (1) above and the noise, glare, odor or economic effects of the exception on adjoining properties generally in the district;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.303 SERVICE: Refuse and service areas, with particular reference to the items in (1) and (2) above;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.304 UTILITIES: Utilities, with references to location, availability, and compatibility;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.305 SCREENING: Screening and buffering with reference to type, dimensions, and character.

Applicant Proposal: _____

Staff or Planning Commission: _____

13.306 SIGNS: Signs, if any, and proposed exterior lights with reference to glare, traffic safety, economic effect and compatibility and harmony with properties in the district;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.307 YARDS: Required yard and other open space;

Applicant Proposal: _____

Staff or Planning Commission: _____

13.308 COMPATIBILITY: General compatibility with adjacent properties and other property in the district.

Applicant Proposal: _____

Staff or Planning Commission: _____

SITE PLAN