



APPLICATION FOR REQUESTED ACTION
Conditional Use Permit

Planning Case # _____
Filing Fee _____
Hearing Date _____

APPLICANT _____ E-MAIL _____

PHONE _____ (H) _____ (W) _____ (FAX)

ADDRESS _____

DEVELOPER(if other than applicant) _____

PHONE _____ (H) _____ (W) _____ (FAX)

ADDRESS _____

ADDRESS OF PROPERTY _____

LEGAL DESCRIPTION _____

ACREAGE/SIZE OF PROPERTY _____

CURRENT ZONING _____

EXISTING USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____
(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES _____

SIGNATURE OF APPLICANT _____ **DATE** _____
(Must submit proof of property control)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM
AND THE ATTACHED CHECKLIST.**

CONDITIONAL USE PERMIT
Required Submittals

◆ **Site plan**

- Drawn to scale, with scale noted
- Date and North arrow
- Boundaries and dimensions shown graphically
- Location of any streets, public trails, railroads, or waterways
- Present and proposed topography of the site and adjacent areas within 50 feet by contour lines at an interval of not more than 5 feet, and by use of directional arrows, the proposed flow of storm water runoff from the site
- Location of existing and proposed structures (height and gross floor area noted), with distance from property lines noted
- Location and dimensions of existing and proposed off-street parking and loading spaces, curb cuts, aisles, and walkways, with distance from property lines noted
- Location, height, and material for screening walls and fences
- Type of surfacing and base course proposed for all parking area, loading areas, and walkways
- Location of all existing and proposed water lines, hydrants, sanitary sewer lines and storm drainage systems
- Existing and proposed public streets or rights-of-way, easements, or other reservations of land on the site
- Location and method of screening of outdoor trash storage areas
- Location and size of all proposed signage
- Location and height of proposed lighting facilities
- Elevation views of all proposed buildings or structures, with building materials and proposed colors noted
- Indicate the ultimate development of the site and proposed development phases when a site is to be developed in stages
- Landscaping plan

◆ **Required supplemental information**

- Describe the project in detail (Include: Size of all structures existing and proposed and any modifications to existing, type of business and associated storage/display, type of clientele, hours of operation, number of employees, number of customer seats if food service related, handling of deliveries, unique site characteristics, proposed modifications to topography and/or drainage, development schedule, etc.)
- Written summary explaining how the proposed use is compatible with the neighborhood
- Written summary explaining if and how the proposed development will impact traffic
- Written statement as to why you feel the conditional use permit should be approved
- Other information as required

◆ **Filing fee**

SIGNATURE OF APPLICANT _____ **DATE** _____

Planning case # _____