

Planning



Department

## CONDITIONAL USE PERMIT APPLICATION

In addition to this application, the applicant must submit a site plan that shall include details of all parking areas, driveways, landscaping, drainage, buildings, lighting, and fencing being proposed on the parcel indicated below. Furthermore, the applicant must also submit a letter of intent to the city which explains each of the following points:

- Whether or not this use will substantially increase traffic hazards and traffic congestion.
- Whether or not this use will substantially increase fire hazards.
- Whether or not this use will adversely affect the character of the surrounding neighborhoods.
- Whether or not this use will adversely affect the general welfare of the city.
- Whether or not this use will overtax public utilities or community facilities.
- Whether or not this use will be in conflict with the comprehensive plan.
- The design and location of all parking and loading areas on the parcel.
- The design and location of all trash collection areas on the parcel.
- The location, availability, and compatibility of all utilities that will be needed for the use.
- Any plans for screening and buffering on the parcel.
- The location and dimensions of any required open spaces or building setbacks on the parcel.
- The general compatibility of this use with other uses surrounding it.

Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Is any part of this parcel in Flood Zone AE? \_\_\_\_\_

Proposed Use (As Listed in Use Chart): \_\_\_\_\_

Zone: \_\_\_\_\_

Brief Description of Proposed Use:

In the fields below, please provide the best point of contact for the entity submitting this application. This may include any landowner, any business owner, any engineering firm hired to create the site plan, any person or group who hired that engineering firm, any person or group representing the landowner, any person or group paying for this application, or any combination of these.

Name of Person: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

In signing below, I (we) confirm that I (we) own the land identified on this application and that the information in this application is true to the best of my (our) knowledge. Additionally, I (we) consent to the proposal being represented with this application.

Landowner Signature: \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Conditional Use Permit Application Fee: \$200

**FOR OFFICE USE ONLY**

Payment Type:  Cash  Check  Card

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_