



## Assistance Brochure for CONDITIONAL USE PERMITS

### THE PURPOSE OF A CONDITIONAL USE PERMIT

Chapter 17 of the city code provides a process for conditional uses within the zoning districts of the City. Conditional Use Permits are special permits regulating land uses that may create a negative impact within the zoning district in which they are located. They are designed to allow a specific use while reducing the potential for detrimental impacts to neighborhoods.

### APPLICATION & FEES

A landowner must submit a written application for a Conditional Use Permit and a Site Plan. The written application asks for information that will be used to assess the potential impact of the proposal on the neighborhood. The application must be fully completed and any supporting material attached. The processing fee for a Conditional Use Permit is \$321.00. These fees are nonrefundable.

### PROCEDURE

The Staff Review Committee may approve a conditional use permit only after a public hearing and a review of the staff report provided by the Planning Department. Specific conditional uses are listed in each of the zoning districts of the code and the permit process is described in Chapter 17 of the code. The Staff Review Committee may grant a conditional use permit based upon the following criteria:

- The proposal is compatible with the surrounding neighborhood.
- The size, arrangement or architectural design of the proposed use would not negatively affect the surrounding neighborhood.
- Traffic patterns are not severely impacted.
- Public facilities are able to serve the proposed development.
- The proposal has no materially detrimental effects on neighboring properties due to excessive noise, lighting, or other interference with the peaceful use and possession on neighboring properties.
- The proposal has been designed to minimize adverse effects on neighboring properties.
- Landscaping materials are provided in sufficient quantities and locations to screen objectionable views, break up large parking areas, and present aesthetically attractive appearance.

**Staff Review Committee Meetings** - The Staff Review Committee meets as necessary in the council chambers of the City Hall. At the meeting you will be asked to present your case and answer questions posed by the board. The public will then have an opportunity to voice their opinions either for or against the conditional use permit. The board may impose reasonable conditions to ensure that the conditional use shall not be materially detrimental to the public welfare or injurious to property or improvements in the area.

**Special Tips** - All of the conditions enumerated in the specific section on conditional uses must be addressed by the application. Applicants should discuss the proposed use with neighbors in the vicinity of the site to be sure that no surprises arise during the hearing. You may present whatever information to the Staff Review Committee that you think is pertinent and useful to your case. Staff is available to discuss the application and the hearing and to help you with your preparation steps.



## General Application

DESCRIPTION OF PROPOSAL:	File #
<b>ADDRESS OF SITE OF PROPOSAL:</b> (if not assigned yet, obtain address from Planning before submitting application)	

APPLICANT:
Name: Address: Phone (home):                      Phone (work): Email address:
PROPERTY OWNER:
Name: Address: Phone (home):                      Phone (work): Email address:
AGENT:
Name: Address: Phone (home):                      Phone (work): Email address:

ASSESSOR'S PARCEL NUMBERS:

LEGAL DESCRIPTION OF SITE:

SIZE OF PROPERTY:

LIST SPECIFIC PERMITS REQUESTED IN THIS APPLICATION:

**SUBMITTED BY:**

**Date:**

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Applicant  Property Owner  Property Purchaser  Agent

In the case of discretionary permits (administrative, board of adjustment, or planning commission), if the applicant is not the property owner, the owner must provide the following acknowledgement:

I, \_\_\_\_\_, owner of the above-described property do hereby authorize

\_\_\_\_\_ to represent me and my interests in all matters regarding this application.



# Conditional Use Permit Application

Fee \$300.00

NOTE TO THE APPLICANT: TO ASSIST IN THE REVIEW AND CONSIDERATION OF YOUR APPLICATION, IT IS REQUESTED THAT THE FOLLOWING INFORMATION BE ACCURATE AND COMPLETE.

1. What is the use that you intend to develop on this property? (PLEASE BE SPECIFIC):

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2. Total number of employees on-site and their working hours, if applicable:

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3. Site or project operating hours, if applicable:

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4. Will there be any exterior indication of the use, e.g. signs, outdoor equipment storage, specially constructed structures, etc. (PLEASE EXPLAIN)

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5. Number of off-street parking spaces, employee and customer:

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6. Please provide a development schedule with the approximate dates that you will commence and complete construction. (If temporary, how long will the proposed use be operated on-site):

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7. Please provide adjacent land uses in all directions for the proposed project:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

8. PLEASE LIST THE WATER SOURCE FOR THE PROPOSED PROJECT AND THE MEANS OF SEWAGE DISPOSAL:

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9. ESTIMATED TRAFFIC GENERATION (Each vehicle traveling to and from the site counts as two "trips"):

~ Average Daily Trips (ADT): \_\_\_\_\_ (weekdays) \_\_\_\_\_ (weekends)

10. What type of landscaping, fencing and buffering will be used to shield the proposed use from adjoining properties:

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11. SITE ADDRESS AND DETAILED DIRECTIONS TO SUBJECT PROPERTY:

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**Attach a site plan drawn to scale with location and dimensions of all structures existing and proposed.**