

**PLANNING DEPARTMENT
CONDITIONAL USE APPLICATION**

(A request to City Planning Commission for approval of a conditional use plan.)

Owner's Name: _____ Telephone No.: _____

Mailing Address _____ Zoning District: _____

_____ Lot No.: _____

Property Address: _____ Existing use of property: _____

Applicant's Name, Address and Telephone No. _____

1) Description of requested use: _____

2) Description of how the proposed use is consistent and compatible with surrounding development: _____

3) I certify that I am the owner or legal representative of the owner and that the information presented

above is accurate to the best of my knowledge.

Owners or Representative's Signature: _____ Date: _____

This application must be accompanied by:

1) three copies (one full size, two 11 x 17) of the following drawings:

- a site plan showing the property's physical features including dimensions and area of tract or lot (a surveyed site plan is required for new construction);
- preliminary plans and elevations of any proposed construction to indicate general character, if applicable;

2) the \$250.00 processing fee

3) a list of mailing addresses of owners of property within 200 feet of perimeter of subject property

The application must be submitted by the deadline set by Planning Commission to meet publication requirements. Confirmation by City Council is no longer required.

DEPARTMENT USE

Plot plan received: _____ Fee paid: _____

Other plans received: _____

Previous appeals relative to property: _____

Application is accepted for the CPC Agenda. Secretary's initials _____ Case No.: _____ Date: _____