



INSTRUCTIONS FOR FILING A REQUEST FOR: CONDITIONAL USE PERMIT

The application must be filled out completely down to the signature block, signed, and dated. In addition, a complete legal description of the subject property and an application fee in the amount of \$200.00 will be required as well as **an advertising fee of \$200.00.**

The completed application shall be accompanied by:

1. Letter of authorization from property owner (unless you are the owner/applicant).
2. A site plan for review by the Community Development Department.

WHAT ARE CONDITIONAL USES?

Conditional uses are those uses that are neither absolutely permitted as a right, nor prohibited by law, which must be applied for and approved by the Planning and Zoning Commission. The regulations attempt to allow flexibility while providing for the protection of the general health and safety of the community.

STANDARDS AND CRITERIA FOR CONDITIONAL USES:

1. The use must be consistent with the intent and purpose of the district in which it is proposed to locate, and be considered as fulfilling a public need or providing a public benefit.
2. The use must comply with the district's requirements.

CAN CONDITIONAL USE PERMITS BE REVOKED?

Yes, the Planning and Zoning Commission can, after holding a hearing, revoke a permit on any one of the following grounds:

1. Failure to comply with the conditions for approval or other applicable provisions of the Zoning Regulations, or
2. Discontinuance of the Use for a year or more, or
3. The General Plan changes so that the Use is no longer permitted in that district.

CAN THE USE PERMIT BE TERMINATED?

Yes, unless otherwise specified by the Planning and Zoning Commission, a permit shall automatically become null and void one year after the effective date unless:

1. The applicant has secured a building permit and has begun construction, or
2. The applicant has commenced the activity or installation of the facility or structure within the one-year period.

The applicant must submit a request for extension to the Town Council, through the Town Clerk, prior to the expiration date.

Following receipt of this application and all necessary information, your request will be scheduled for a public hearing before the appropriate Town board. This scheduling will not take place until all necessary information has been received.

State Law requires that the public hearing be properly advertised; therefore, a legal notice in the local newspaper and physical posting of the property is necessary. You are advised that the posting on your property must be maintained by the property owner and it is your responsibility once the Town has placed the notice. Should the notice be removed or not maintained, your scheduled hearing date may be jeopardized. If you have any questions, please contact the Community Development Department.



**COMMUNITY DEVELOPMENT DEPARTMENT
CONDITIONAL USE PERMIT APPLICATION**

CUP – _____ TAX PARCEL #: _____ ZONING: _____

SUBDIVISION: _____ LOT #: _____

ADDRESS OF PROPERTY: _____

LIST OF DETAILS OF YOUR REQUEST: (Use additional sheet if necessary) _____

PROPERTY OWNER: _____ PHONE #: _____

ADDRESS: _____

AGENT: _____ PHONE #: _____

ADDRESS: _____

APPLICATION FEE \$200.00 COLLECTED: \$ _____ DATE: _____

PAYMENT METHOD: cash/check/other

ADVERTISING FEE \$200.00 COLLECTED: \$ _____ DATE: _____

PAYMENT METHOD: cash/check/other

I hereby file the above request as party of interest or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief.

DATE

APPLICANT

SIGNATURE

As part of a Conditional Use Permit request an applicant must address the following criteria per 17.80.040 Conditional use permit review criteria.

A. Access and traffic; pedestrian, bicycle and vehicular circulation. _____

B. Dedication and development of streets adjoining the property. _____

C. Adequacy of site and open space provisions, including site capacity and resource protection standards where applicable. _____

D. Noise, vibration, light, visual, and other considerations. _____

E. Proposed style and sitting of structure(s), and relationship to the surrounding properties.

F. Site plan or building permit requirements, if applicable. _____

G. Landscaping and screening provisions. _____

H. Impact on public and private utilities or services. _____

I. On-site and off-site improvements. _____

J. Signage and outdoor lighting. _____

K. Compliance with the official zoning map and the general plan. _____

L. Impacts on historical, cultural, prehistoric, or natural resources. _____

M. Frequency of use. _____

N. Size of land area required. _____

O. Other unique and relevant circumstances which exist. (Ord. 09-328 § 2 (Exh. A)(part))
