

**REQUEST FOR CONDITIONAL USE**  
**APPLICATION**

**Subject Property Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

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

**Phone No.** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Current Zoning District:** \_\_\_\_\_

---

---

**Requirements of Applicant:**

1. Letter stating reason for requested conditional use.
2. Copy of the written legal description.
3. Site plan of property.
4. \$250.00 fee required for processing.
5. Site Plan, building elevations and foundation drawing on 8.5" x 11".

**Requirements for Granting Conditional Uses:** *(Section 3005.01 – Zoning Ordinance)*

A conditional use shall not be granted unless satisfactory provisions and arrangements have been met concerning all the following:

- (a). Ingress and egress to property and proposed structures.
- (b). Off-street parking and loading areas.
- (c). Refuse and service areas.
- (d). Utilities, with reference locations, availability and compatibility.
- (e). Screening and buffering with reference to type, dimensions and character.
- (f). Required yards and other open space.
- (g). General compatibility with adjacent properties and other property in the district.
- (h). Any other provisions deemed applicable by the Mayor/Board of Aldermen.

Applicant shall be present at the Planning and Zoning Commission meeting and Mayor/Board of Aldermen meeting. Documents shall be submitted thirty (30) days prior to the Planning and Zoning Commission meeting.

**Applicant is responsible for complying with all applicable requirements of the Zoning Ordinance.**

**By signing this application, it is understood and agreed that permission is given to the Zoning Administrator to have a sign erected on subject property, giving notice to the public that said property is being considered for a conditional use.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## SITE PLAN REQUIREMENTS

- 1. Five (5) sets of scaled drawings
- 2. Lot lines (property lines), North arrow, scale.
- 2. The zoning of adjacent lots.
- 3. The names of owners of adjacent lots.
- 4. Rights-of-way of existing and proposed streets, including streets shown on the adopted Thoroughfares Plan.
- 5. ACCESS WAYS: curb cuts, driveways and parking (including number and size of parking spaces to be provided including ADA parking) and loading areas.
- 6. All existing and proposed easements.
- 7. All existing and proposed water and sanitary sewer lines; also the location of all existing and proposed fire hydrants.
- 8. Drainage plan showing all existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent off-site drainage courses and projected storm water flow rates from off-site and on-site sources. MSL
- 9. On request by the Zoning Administrator, contours at vertical intervals of five (5) feet or less. MSL
- 10. Floodplain zone designations according to maps prepared by the Federal Emergency Management Agency, Federal Insurance Administration, and any proposed floodway modifications.
- 11. Landscaped areas and planting screens required by Section 404 and Article XXVI.
- 12. Building setback lines and the location of all structures, existing and proposed.
- 13. Proposed uses of the land and buildings, if known.
- 14. Open space and recreation areas, when required.
- 15. Area (in square feet and/or acres) of parcel.
- 16. Proposed gross lot coverage in square feet (i.e., that portion of a lot occupied by buildings and structures).
- 17. Number and type of dwelling units (where proposed).
- 18. A "development plan" (see Section 3009.04) when staging of development is proposed including a lot takedown schedule.
- 19. Any additional data necessary to allow for a thorough evaluation of the proposed use (signs, fences, trash enclosures, accessory structures, address or parcel number).
- 20. Proposed elevations indicating the general design, style, and architecture of all buildings or structures.
- 21. Proposed materials and color schemes to be utilized in the construction of the exterior of buildings and structures.
- 22. Number of stories and total square feet, including a notation as to the square footage on each floor or level, floor plans.
- 23. Proposed height in feet.
- 24. Color pictures of adjacent properties and any structures on subject property.