



**CONDITIONAL USE PERMIT (CUP)  
APPLICATION**

Date : \_\_\_\_\_ Project Name: \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. The property generally located and list adjacent streets: \_\_\_\_\_

\_\_\_\_\_

4. The address(s) of the property: \_\_\_\_\_

5. Building Size Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

6. Size of property in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

7. Does property have, or will it have Central Water or Center Sewer? \_\_\_\_\_

\_\_\_\_\_

8. Does property have, or will it have Well or Septic Tank? \_\_\_\_\_

\_\_\_\_\_

9. Zoning District: \_\_\_\_\_  
 Future Land Use Category: \_\_\_\_\_
10. Provide description of the proposed use: \_\_\_\_\_  
 \_\_\_\_\_
11. Provide the specific Land Development Code Section. The Conditional Use permit is requested that is expressly permissible in Section \_\_\_\_\_  
 \_\_\_\_\_
12. State the reason for this request (attach written summary if additional space is needed):  
 \_\_\_\_\_
13. **CRITERIA:** The Planning and Zoning Commission shall hear and decide requests for Conditional Uses Permits allowed in the City's Land Development Code. In doing so, the Commission may decide such questions, as are involved in determining when conditional uses should be granted and either grant conditional uses with appropriate conditions and safeguards or deny Conditional Use Permit requests. After review of an application and public hearing thereon, the Commission may allow conditional uses only upon a determination that use requested. Describe how this project (the proposed use) meets the below referenced criteria.
- Attach a separate written explanation of the below criteria with narrative expiation, code references, and support documentation.
- a. Is not detrimental to the character of the area or inconsistent with trends of development in the area;
  - b. Does not have an unduly adverse effect on existing traffic patterns, movements and intensity;
  - c. Is consistent with the Comprehensive Plan; and
  - d. Will not adversely affect the public interest.

**CERTIFICATION AND SIGNATURE**

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

\_\_\_\_\_  
**Owner/Applicant Signature**

\_\_\_\_\_  
**Date**

## SUBMITTAL CHECKLIST

**Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]**

The following items must be submitted:

1.     **Application Fee: \$1,000.00**

**Note:** Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2.     Completed application.

3.     List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.

4.     Site Plan (conceptual). Site plan shall show the size and location of any structures, parking areas, setbacks, buffers, source of utilities, stormwater management concept, existing improvements, proposed improvements, landscaping, existing trees, and other site features to support the proposed use. Show existing and proposed improvements. Must be drawn to scale.

5.     The Property Card(s) from the Lake County Property Appraiser's office.

6.     Location Map.

7.     Proof of ownership (warranty deed or title certificate).

8.     Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Legal description of the property.

9.     Provide reduced copy of survey and site plan not larger than 11" x 17" paper size.

10.    Owner authorization letter, notarized from the owner(s), designating the applicant to act on their behalf.

11.    Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, survey, all reports, owner Excel spread sheet, drawings, etc.) in PDF.

12.    One reduced copy 11" x 17" paper size of the site plan and survey.

13. Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

## **PROCEDURES**

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

**\*\*\* Incomplete submittals will not be accepted\*\*\***

2. Development Review Committee (DRC) meeting is held on the last Wednesday of the month in which the submittal was received and reviewed.
3. The application will be forwarded to the Planning and Zoning Commission for final action to be considered at their next available meeting, after it completes the Development Review Committee process.

1/2015

### SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.