

CITY OF BOSCOBEL

CONDITIONAL USE PERMIT APPLICATION

Instructions: Applications are to be filed with the Zoning Administrator. Applications which are incomplete or illegible will be refused.

Names and Addresses (complete all that apply):

Applicant/Owner _____

Contractor _____

Description of Subject Site:

Address _____

Parcel No. _____ Lot No. _____ Block No. _____ Subdivision _____

Zoning District _____ Type of Structure _____

Description of existing operation or use _____

Description of proposed new operation or use, including number of employees _____

Certificate: I hereby certify that all of the above statements and any attachments submitted hereto are true and correct to the best of my knowledge and belief.

(APPLICANT SIGNATURE) (ADDRESS) (DATE)

Received by: _____ \$ _____
(SIGNATURE) (TITLE) (DATE) (FEE REC'D)

Results:

(APPROVED/DENIED) by _____ on _____
(GOVERNING BODY) (DATE) (SIGNATURE)

Attachments: Additional information as may be required by the Plan Commission, City Engineer, Zoning Administrator, or any Building or Health Inspector. Fee receipt from the City Treasurer in the amount established by the Common Council.

Notes: Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist. Permit shall expire within 12 months unless substantial work has commenced. Permit is null and void if issued in error. It is understood that any permit issued on the application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Zoning Code or any other State or local laws. Changes in any submitted plans or specifications shall not be made without prior written approval of the Zoning Administrator.

17.41 APPLICATION. Application for zoning permits for conditional uses shall be made to the Zoning Administrator on forms furnished by the Zoning Administrator and shall include the following:

- (1) Name and addresses of the applicant, owner of the site, **(architect, professional engineer, contractor if applicable)** and all opposite and abutting property owners of record.
- (2) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located.
- (3) Site plan showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site, existing and proposed easements, streets and other public ways; off street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the site plan shall show the location, elevation and use of any abutting lands and their structures within 40' of the subject site.
- (4) Additional information as may be required by the Plan Commission or Zoning Administrator. By administrative rule adopted by Plan Commission **2/26/01**, or any additional information requested by the Zoning Administrator.

17.42 HEARINGS. The Plan Commission shall hold a public hearing for each application for a conditional use permit. A Class I notice of such hearing shall be published and **the City shall notify** all property owners within 200 feet of the lot lines of the premises where the proposed conditional use is to be.

17.43 REVIEW AND APPROVAL. (1) STANDARDS. The Plan Commission shall use the following standards when reviewing applications for conditional use.

- (a) That the establishment, maintenance or operation of the conditional use will not create a nuisance for neighboring uses or reduce the values of other property.
 - (b) That adequate utilities, access roads, parking, drainage, landscaping and other necessary site improvements are being provided.
 - (c) That the conditional use conforms to all applicable regulations of the district in which it is located.
 - (d) That the conditional use conforms to the purpose and intent of the city and extraterritorial land use plans.
- (2) CONDITIONS. Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements, may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this chapter.
- (3) COMPLIANCE. Compliance with all other provisions of this chapter, such as lot width, yards, height, parking, loading, traffic and highway access shall be required of all conditional uses.
- (4) APPROVAL. Following the public hearing and review of the conditional use application, the Plan Commission shall approve, disapprove or further conditionally approve the application. A simple majority approval by the Plan Commission constitutes final approval of the conditional use. No further action by the City Council is required.
- (5) RECORD KEEPING. Records of all Plan Commission actions approving conditional use shall be maintained by the Zoning Administrator and shall be referred to in regard to enforcement and modification of conditional use approvals.