

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

The applicant shall submit the application and any accompanying materials that they deem necessary to show compliance with the requirements below. If the information does not appear on or accompany the application, the proposal may not be scheduled for the Commission meeting requested.

In considering conditional use requests, the Planning Commission shall evaluate the use, utilizing from the requirements below:

- ❑ The land area and setback requirements of the property containing such a use or activity shall be the minimum established for the district.
- ❑ When abutting a residential use in a residential district, the property shall be screened and landscaped in compliance with this Ordinance.
- ❑ Where applicable, all city, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured.
- ❑ All signs shall be in compliance with Section 10.500.0300 of this Ordinance and shall not adversely impact adjoining or surrounding residential uses.
- ❑ Adequate off-street parking and loading shall be provided in accordance with Section 10.400.0300 of this Ordinance. Such parking and loading shall be screened and landscaped from abutting residential uses in compliance with Section 10.400.0700 of this Ordinance.
- ❑ The proposed water, sewer and other utilities shall be capable of accommodating the proposed use.
- ❑ The street serving the use or activity shall be of sufficient design to accommodate the proposed use or activity, and such use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.
- ❑ All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.
- ❑ All open and outdoor storage, sales and service areas shall be screened from view from the public streets and from abutting residential uses or districts.
- ❑ All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets.
- ❑ The use or activity shall be properly drained to control surface water runoff.
- ❑ The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.
- ❑ Where structures combine residential and non-residential uses, such uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.
- ❑ The conditional use application shall comply with the minimum specific requirements pertaining to each designated use as stated in Appendix E. Additional conditions may be added.

- All conditions pertaining to a specific site shall be subject to change when the Planning Commission or City Council, upon investigation, finds that the community safety, health, welfare and public betterment can be served as well or better by modifying the conditions.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Planning Commission or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT THE CITY ZONING OFFICIAL AT (320) 629-2575.