

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

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

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

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

**Phone #** \_\_\_\_\_

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

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**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.

**Requirements for Granting Conditional Uses:** *(Section 5.600.15 – 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 Zoning and Planning Commission meeting and Mayor/Board of Aldermen meeting. Documents shall be submitted thirty (30) days prior to the Zoning and Planning 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.**

\_\_\_\_\_  
**Signature**

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