



**PLANNING & ZONING COMMISSION  
HEARING REQUEST  
CONDITIONAL USE PERMIT  
GUIDELINES**

**QUESTIONS FOR APPLICANT  
(TO BE FILLED OUT BY CITY STAFF)**

Present Property Zoning: \_\_\_\_\_  
 Site Plan Attached?  YES  NO  
 Is there an existing building?  YES  NO  
 How many parking spaces proposed? \_\_\_\_\_  
 Will there be a sign?  YES  NO

The following documents must be submitted to the Department of Development Services in order for the department to process your request for a Conditional Use Permit.

1. A copy of the property's Warranty Deed and Lease Agreement with Owner consent.
2. If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
3. A completely filled out application.
4. A processing fee in the amount of \$150.00. (*Annual renewal fee of \$50.00*)
5. A site plan of your property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs, including lighting and heights.

**EXAMPLE SITE PLAN**

