

<b>CONDITIONAL USE PERMIT</b>	
<input type="checkbox"/> With-in Village	<input type="checkbox"/> One-Mile District

CP \_\_\_\_\_ - \_\_\_\_\_

**Applicant Information**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Description of Property**

Legal Description of Site: \_\_\_\_\_  
Current Zoning Type: \_\_\_\_\_  
Legal Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Cell \_\_\_\_\_ Work/Home \_\_\_\_\_  
Email address: \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
Proposed Use and hours for business: \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_ Proposed Building Square Footage: \_\_\_\_\_  
Trade Name of Business (if applicable): \_\_\_\_\_  
Describe how the site is accessed: \_\_\_\_\_

If used as a personal residence, what is the number of unrelated people who will be residing at the business location? \_\_\_\_\_

Does the applicant request permission for outside storage or display, if so, describe what outside storage or display is requested? \_\_\_\_\_

**\*\*A Site Plan must accompany the application; see Conditional Use Permit Application Procedures**

I am the owner or owner's representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Fees Received by Clerk:  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

## CONDITIONAL USE PERMIT APPLICATION PROCEDURES

1. Complete the Conditional Use Permit application to extent possible and submit with all required attachments and fees.
2. If project requires new construction or alterations to an existing structure(s), please provide the following along with the completed application:
  - a. Building Permit Application
  - b. Site Plan including, but not limited to, location and dimensions of the following:
    - 1) All proposed site improvements
    - 2) Proposed structures
    - 3) Drive aisles and parking with dimensions
    - 4) Proposed changes to parcel/property lines (including lease lines)
  - c. Floor Plan of the existing building.
3. Project Narrative: Submit a narrative statement demonstrating in what ways the request conforms or does not conform to the following standards:
  - a. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
  - b. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Comprehensive Plan and/or applicable sections of the Village Code.
  - c. Will be designed, constructed, operated, and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
  - d. Will not be hazardous or disturbing to existing neighboring uses.
  - e. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
  - f. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
  - g. Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reasons of traffic, noise, smoke, fumes, glare, or odors.
  - h. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
  - i. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

CONDITIONAL USE PERMIT REVIEW FOR CP \_\_\_\_\_ - \_\_\_\_\_

**Planning & Zoning Committee**

Recommend Approval? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments/Changes to be required?

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Forwarded to the Village Board \_\_\_\_\_

Date

\_\_\_\_\_  
Planning Commission, Chair

**Village Board of Trustees**

Approved Yes \_\_\_\_\_ No \_\_\_\_\_

Comments/Changes to be required?

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Village Board Date of Action \_\_\_\_\_

Date

\_\_\_\_\_  
Village Board, Chair

Attest:

\_\_\_\_\_  
Village Clerk

Filed with Cass County: Date \_\_\_\_\_