

PLANNING AND ZONING PROPOSAL: APPLICATION



NAME: _____

HOME PHONE: _____

ADDRESS: _____

CELL PHONE: _____

CITY: _____

DATE RECEIVED: _____

E-MAIL ADDRESS: _____

CIRCLE ITEM BEING APPLIED FOR

CONDITIONAL USE PERMIT

SITE PLAN REVIEW

REZONING

LEGAL DESCRIPTION: _____

PRESENT ZONE: _____ ZONING CHANGE FROM: _____ TO _____

C.U.P. DESIRED FOR: _____

RECEIPT #: _____ *\$225 CUP *\$200 (CUP Renewal) *\$200 Rezoning
*\$250 (CUP Alcohol) *\$ 50 Site Plan

***Article X. Conditional Use Permits - Section 1.51 Application, filing procedures & fees
(Payment of such fees shall not be refundable in whole or in part)**

APPLICANTS SIGNATURE: _____

AGENT/REPRESENTATIVE SIGNATURE: _____

FOR OFFICE USE ONLY

LETTER MAILED OUT: _____

P&Z ACTION: TABLED FAILED PASSED DATE: _____

CONDITIONS: _____

CITY COUNCIL ACTION: TABLED FAILED PASSED DATE: _____

CONDITIONS: _____

INFORMATION REQUIRED FOR PUBLIC HEARING ITEMS

***REZONINGS:**

1. Deed of Property.
2. Survey of Property.
3. Affidavit/letter from property owner granting permission to applicant to solicit change of zone.
4. Metes and bounds description of the property.

***SITE PLAN REVIEW:**

1. Deed of Property.
2. Site Plan.

***CONDITIONAL USE PERMITS:**

1. Tax ID and State Comptroller's Office Certificate must be provided prior to applying for a Conditional Use Permit.
2. Site Plan showing parking, landscaping, ingress/egress, dimensions of building and of lot, location of dumpster, etc.; If no site plan is submitted, it will be placed 'on hold' pending its submittal. Also a Floor plan will be needed for the Sale of Alcohol and Home Occupations.
3. Days and hours of operation.
4. Time frame for CUP: Life of Use, 1 year, 2 years, _____ month(s), etc.
5. Property's legal description and physical address.
6. Number of employees; # living in home; # of employees that do not reside in home.
7. Narrative of proposal. (What is proposed?)
8. Table showing City's requirements and proposal by applicant (i.e., 10 parking spaces required by code, 12 proposed or 10% landscaping required, 22% proposed or 7 -3" caliper trees required, 11 proposed).
9. Any and all other pertinent information.

***NOTE:**

Planning & Zoning Commission meets every 2nd & 4th Wednesday of each month.
City Council Commission meets every 2nd & 4th Monday of each month.
Deadline for Planning & Zoning items is 20 days prior to the meeting date.