



PROCEDURE FOR INITIATION OF A CONDITIONAL USE

The Planning Commission meeting is held the 2nd Wednesday of each month in the first floor conference room of the Administration Building. All paperwork is to be submitted to the City Building Department no later than 11:00 A.M. the last Wednesday of each month prior to the meeting date. A **\$100.00 application fee must accompany the application.**

The application must consist of the following provisions:

1. The application shall be in letterform addressed to the Secretary of the Planning Commission, signed and notarized by the legal owner of the property. Five (5) copies of the application must be submitted to the Planning Commission. Information contained in the application must include the following provisions:
 - A description of the location of the property;
 - The proposed use of the property;
 - The names and addresses of all property owners within and contiguous to and directly across the street from such parcel or parcels affected by the proposed change or amendment;
 - Such other information regarding the property, proposed use or surrounding area as may be pertinent to the application or required for appropriate action by the Planning Commission.

2. The application shall be accompanied by five (5) copies of a plot plan drawn to an appropriate scale, clearly showing the following:
 - The boundaries and dimensions of the lot;
 - The size and location of existing and proposed structures;
 - The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces and landscaping;
 - The use of land and location of structures on the adjacent property.

Revised August18