



PLANNING & CODES

Application for Specific Use Permit

Proposed Use: _____

Date Submitted: _____

Fee - \$400.00

Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Record Owner of Property*: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Address or General Location: _____

Property ID(s): _____

Site Acreage: _____

Zoning: _____ Legal Description: _____

**** See Next Page for Site Plan Requirements****

Criteria for Approval

1. That the specific use will be compatible with and not be injurious to property in the immediate vicinity;
2. That the establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property;
3. That adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be improved;
4. The design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affectin the general public or adjacent development;
5. That adequate prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;
6. That any lighting to be provided will be directional so as not to disturb or adversely affect neighboring properties;
7. That sufficient landscaping and screening to insure harmony and compatibility with adjacent property exists or will be provided; and
8. That the proposed use is in accordance with the Comprehensive Plan.

Fee:	Received by:	Date:
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***Note: The Applicant must submit a signed "Letter of Authorization" from the owner, when submitting this application**

Specific Use Permit Site Plan Requirements

The following information shall be shown on each site plan submitted to the Planning Department with an application for a Specific Use Permit. One copy of the site development plan shall be submitted initially with the application.

The general information and data listed below may not be applicable to all types of Specific Use Permits.

- 1. General information or data requirements to be shown directly on site plan**
 - a. Name of development
 - b. Purpose of the development – specific use
 - c. Number of employees
 - d. Hours and Days of Operation

- 2. Specific data requirements to be shown directly on site plan**
 - a. Present zoning classification of property
 - b. Total area of property in acres
 - c. Location of all existing and/or proposed structures (building footprints or envelopes)
 - d. Notation of maximum building height for each structures
 - e. Location of off-street parking area(s), showing all parking to include ADA
 - f. Location of all ingress-egress to property
 - g. Percent of maximum lot coverage
 - h. Percent of on-site landscaping and a landscaping plan to identify location, type, and size of all landscaping materials
 - i. Location of all public and private streets in and around property and location of sidewalks
 - j. Location of any public utility easements, utility lines, and firelanes within the property boundaries
 - k. Location, type and height of all exterior signs (provide sign details)
 - l. Location of all fencing and/or screening (to include height, materials, etc.)

I, being the undersigned applicant, understand that all of the conditions, dimensions, building sizes, landscaping and parking areas depicted on the site plan shall be adhered to as amended and approved by Planning & Zoning Commission.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____