

# Request For Special-Use Permit

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Date: _____	Special-Use Permit Number - _____
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**(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)**

Date set for Hearing: _____, 20__	Perm. Parcel No.: _____
Noticed Published On: _____, 20__	Zone District Classification: _____
Newspaper: _____	Fee Paid: \$ _____
	Date: _____, 20__

Action by Zoning Board of Appeals:

- Denied
- Approved
- Approved with modifications by Board

Date: \_\_\_\_\_, 20\_\_

**Instructions to Applicant:** A special-use permit allows developments listed in the Zoning Code which have been designated "special uses". These may be public service uses which, although generally considered desirable or compatible with other uses in the zone district in which they may be permitted, require special review. This review is performed by the Zoning Board of Appeals at a public hearing.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least fifteen (15) days before the hearing and the publication cost must be paid by the applicant prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least ten (10) days prior to the hearing date. The applicant or his duly authorized agent must appear at the hearing and present his case to the Board of Appeals.

The applicant should be able to show, by a site plan and documentary evidence, that the proposed development will be in harmony with the general purpose and intent of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

All information requested below, a site plan as described on the attached sheet, and a development schedule providing reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit the Office of the Zoning Administrator for any assistance needed in completing this application.

1. Name of Applicant(s): \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

2. Property interest of applicant:  
 Owner     Contract Purchaser     Lessee     Other: \_\_\_\_\_

3. Name(s) of Owner(s) (if other than applicant): \_\_\_\_\_  
Phone: ( \_\_\_\_ ) \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Location of Property:  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description: (Lot, block and subdivision; or metes and bounds):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. Present use of property:  Industrial  Residential  Commercial  
 Other: \_\_\_\_\_

6. Type of development for which special-use permit is requested:  
A. Special Use (specify): \_\_\_\_\_  
B. Planned Unit Development:  Single-Family Development  
 Multi-Family Development  
 Mobile Home Park  
 Commercial Development  
 Other: \_\_\_\_\_

7. **Development schedule:** A development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development.

8. **Density (for residential developments only):**  
Number of Structures: \_\_\_\_\_ Dwelling Units Per Structure: \_\_\_\_\_  
Total Number of Dwelling Units: \_\_\_\_\_  
Estimated Number of Persons Per Dwelling Unit: \_\_\_\_\_  
**Population of Development**  
Density = Acreage in Development = \_\_\_\_\_ = \_\_\_\_\_ persons/acre

9. Names and addresses of adjacent property owners and present use of property:

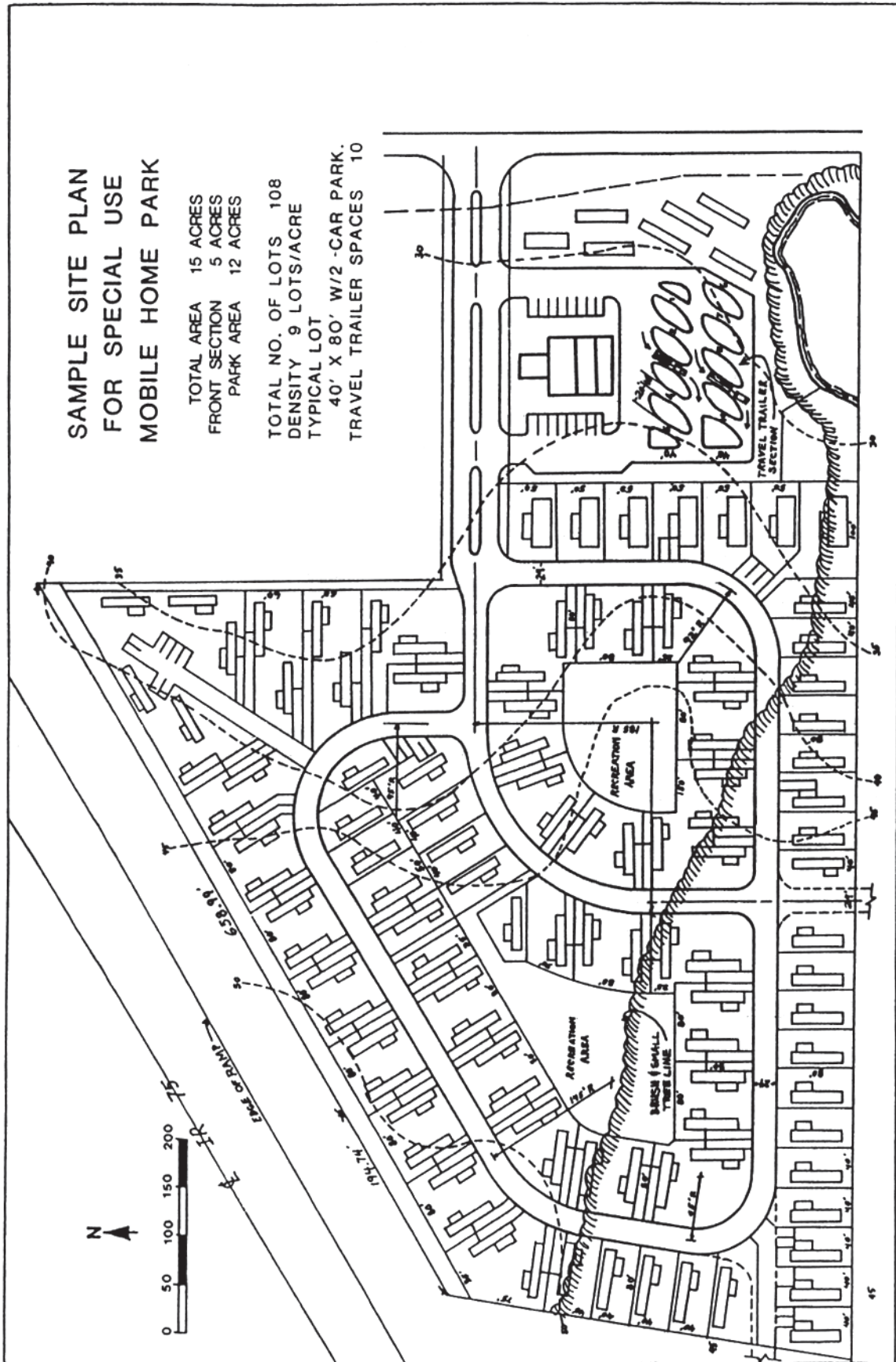
<u>NAME</u>	<u>ADDRESS</u>	<u>PRESENT USE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. "I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of this municipality for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law."

Date: \_\_\_\_\_, 20\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_ Signature of Owner(s): \_\_\_\_\_

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**SAMPLE SITE PLAN  
FOR SPECIAL USE  
MOBILE HOME PARK**

TOTAL AREA 15 ACRES  
FRONT SECTION 5 ACRES  
PARK AREA 12 ACRES

TOTAL NO. OF LOTS 108  
DENSITY 9 LOTS/ACRE  
TYPICAL LOT  
40' X 80' W/2 -CAR PARK.  
TRAVEL TRAILER SPACES 10

SOURCE: MOBILE HOME MANUFACTURERS ASSOCIATION. LAND DEVELOPMENT DIVISION.

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## SITE PLAN

A site plan must be attached or drawn on the attached graph paper at a scale large enough for clarity showing the following information:

- A. Location and dimensions of lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Building and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and accessory buildings on adjacent lots.
- C. Location of signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

SCALE: 1" = \_\_\_\_\_

