



Date: _____

Application Number: _____

Review Fee: \$ _____

CITY OF CLIO CONDITIONAL USE PERMIT APPLICATION

Applicant Information

Name: _____

Street Address: _____

City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____

Street Address: _____

City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which conditional use is requested

Street Address: _____

Nearest Crossroads: _____

Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed conditional use: _____

Attach the following to the application:

____ copies of a site plan of the proposed site (see site plan checklist)

A separate sheet explaining how the proposed conditional use permit will meet the standards for approval (see conditional use permit checklist).

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant

Print/type name

Date

Signature of Property Owner
(if different from applicant)

Print/type name

Date

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 6:00 p.m. on the 4th Wednesday of each month at the City Hall.

The deadline for filing applications is 30 days prior to the meeting. This is to allow enough time to meet the requirements for advertising and notifying the owners of property within 300 feet. Notices must be sent no less than 15 days prior to the meeting.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the City Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the City.

See reverse

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee to cover costs for meetings, advertisements, mailings, etc.

FOR OFFICE USE ONLY

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Fire Chief	_____	_____
Police Chief	_____	_____
DPS Director	_____	_____

_____ Date notice of Planning Commission meeting published.

_____ Date notice of Planning Commission meeting mailed to residents and property owners within 300' of subject parcel.

Attach copy of published notice and list of residents and property owners sent notice.

Planning Commission decision: CUP approved CUP denied CUP approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Site plan approval: Site plan approved Site plan denied Site plan approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

WHAT IS A CONDITIONAL USE PERMIT?

Uses are permitted either 'by right' or by 'Conditional Use Permit'. A conditional use is a use which may be appropriate in the district in which it is permitted, but has certain characteristics which must be managed to protect the integrity of uses permitted by right in that district. For this reason, applications for Conditional Use Permit must also go through Site Plan Review.

WHEN IS CONDITIONAL USE PERMIT APPROVAL REQUIRED?

Conditional Use Permit approval is required for all uses listed as conditional use in the District Regulations Article 9 of the Zoning Ordinance.

WHO APPROVES CONDITIONAL USE PERMITS?

Conditional Use Permits are reviewed and approved by the City Planning Commission.

WHAT ARE THE STANDARDS FOR APPROVAL?

The City Planning Commission's action for approval, approval with modifications, or disapproval, shall be based on an assessment at a minimum, of the following factors, as well as others that the City Planning Commission determines to be uniquely applicable to the subject proposal:

1. The site plan complies with the district regulations, general provisions and other requirements of this ordinance.
2. The structural types and density of the proposed development are compatible with existing land use and zoning patterns within the area.
3. Sufficient setbacks, distances between buildings, and maximum building heights are maintained to insure compatibility with existing land use and zoning patterns within the area.
4. Vehicular traffic and pedestrian circulation features are designed so as to minimize conflicts between vehicular movement and pedestrian movement, adequate clear vision zones are provided, and ingress and egress drives are located and designed so as to minimize vehicular conflicts.
5. Off-street parking areas and off-street loading and unloading spaces are provided in accordance to section 7.01.
6. When appropriate, minimum areas for open space or on-site recreation, as defined within other sections of the Zoning Ordinance, shall be provided
7. Landscaping, fences, or walls, shall be provided to insure protection of adjacent properties from noise, light, glare, or other potential adverse effects created by the proposed development.
8. The location and capacity of water, sanitary sewer, storm drainage, and solid waste facilities shall be adequate to serve the proposed development.
9. All signs shall conform to the location, intensity, and dimensional requirements of the zoning district in which the proposed use is located in accordance with Article 6 of the ordinance.
10. The location, intensity, and orientation of all lighting facilities, including lighted signs, shall be designed so as not to create an adverse effect on adjacent properties, shall provide adequate light to insure the safety of occupants of the proposed development, and shall not create a nuisance or safety hazard to pedestrian or motorists in the vicinity of the site.
11. No proposed development shall create smoke, noise, or odors in excess of that permitted under Section 3.19 of the Zoning Ordinance.

12. All proposed developments shall take into account any natural features which exist on the site and shall be designed to insure maximum protection of such features.

CAN A DECISION ON A CONDITIONAL USE PERMIT BE APPEALED?

The Ordinance does not allow a decision on a CUP to be appealed to the ZBA. A decision of the Planning Commission on a CUP request may only be appealed to Circuit Court.



