

CITY OF VAN BUREN CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Name: _____ Phone: () _____

Address: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: () _____

Address: _____

VERIFICATION OF OWNERSHIP

I hereby certify that I am the owner of record of the property described below:

Address of subject property _____

Assessor's Parcel Number _____ Lot Size(Acres/Square Feet) _____

Present Zoning of Property _____

Request is for use in (circle one) 1.Existing structure 2.Existing Structure with proposed addition
3. Proposed new structure

Specific type of business to be conducted: _____

I HEREBY UNDERSTAND THIS PERMITTED USE WILL BE VOID, IF USE IS CHANGED OR PROPERTY IS TRANSFERRED. FURTHER, I AGREE TO ABIDE BY ALL THE CONDITIONS REQUIRED BY THE VAN BUREN PLANNING COMMISSION.

Signature of Owner

Signature of Applicant

DATE

PLANNING COMMISSION APPROVAL/DENIAL DATE: _____

Planning Commission Chairman

Chief Building Inspector

CONDITIONAL USE PERMITS ARE NOT TRANSFERABLE

REQUIREMENTS FOR A COMPLETED APPLICATION

THE FOLLOWING ARE ITEMS REQUIRED FOR A COMPLETE APPLICATION:

1. Completed conditional use application submitted in 15 copies with required documents assembled into packets along with \$100.00 application fee.
2. Proof of publication of public hearing notification (receipt is acceptable).
3. An 8 1/2 X 11 inch site plan of proposed development. See attached list for minimum info required.
4. On a separate page, provide the following information:
 - A. A description of the present land use
 - B. Description of the proposed uses including, but no limited to, hours of operation, days of operation, number of employees, and expected number of customers a one time
 - C. Description of the measures to be taken to insure compatibility of the proposed use, with the surrounding neighborhood, (e.g. building design, landscaping, fence, parking accommodations (off street), and site improvements
 - D. List of and description of possible adverse impacts such as noise, smoke, fumes, traffic vibrations, storage of material and vehicles, or other hazards; describe how these conditions will be minimized
 - E. Research your restrictive covenants

NOTE: Additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

MINIMUM SITE PLAN INFORMATION ATTACHED

**PLEASE NOTE YOU MUST PLACE PUBLIC HEARING NOTIFICATION
IN THE PRESS ARGUS-COURIER 15 DAYS PRIOR TO PUBLIC HEARING HELD AT THE
PLANNING COMMISSION MEETING FOR THIS APPLICATION**

**THE TOTAL TIME FOR PROCESS IS APPROXIMATELY 45 TO 60 DAYS.
ALL CONDITIONS REQUIRED MUST BE MET WITHIN ONE YEAR.
ANNUAL INSPECTION FOR COMPLIANCE BY
BUILDING DEPT. OFFICIAL**