

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**