

Conditional Use Application Instructions (Page 1 of 2)

2.30. *Conditional uses.* Requests for conditional uses as stipulated within the zone district regulations including the PUD, are permitted only after review by the planning and zoning commission and approval of the city council. The following review procedure shall be adhered to:

A. The applicant shall submit a complete conditional use application to the city clerk, at least twenty-one (21) days prior to the planning and zoning commission meeting at which the conditional use is to be considered, containing as a minimum, the following information. (Ord. No. 87-634, § 2, 7-6-87; Ord. No. 97-1605, § 1, 12-15-97)

1. A one hundred dollar (\$100.00) fee to defray the cost of processing the application.
2. Fifteen (15) copies of a site development plan, each of which shall be folded to a dimension of eight and one-half (8½) by eleven (11) inches, which shall show the following:
 - a. Existing and proposed topography.
 - b. Property lines.
 - c. Scale.
 - d. Storm drainage facilities and other utility easements.
 - e. Existing and proposed structures and their uses.
 - f. Exterior lighting.
 - g. General landscaping and fences.
 - h. Outside storage areas.
 - i. Parking and loading areas.
 - j. Points of ingress and egress.
 - k. Signs.
 - l. The location of all existing and proposed sidewalks and pedestrian ways on the subject property and adjacent property. (Ord. No. 02-1888, § 2, 4-16-02)
3. Tree conservation plan. (Ord. No. 91-1048, § 2, 8-16-91; Ord. No. 94-1233, § 3, 3-21-94; Ord. No. 96-1477, § 2,)

B. A minimum of fourteen (14) days prior to the planning and zoning commission meeting at which the conditional use request is to be considered, the city clerk shall mail notification to all adjacent property owners. The notice shall state:

1. [The] location of the conditional use request.
2. The nature of the request, indicating the current zoning of the site and the proposed conditional use.
3. The time, date and location of the planning and zoning commission meeting at which the request will be considered.

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- C. The planning and zoning commission shall schedule a hearing on the application at the first regularly scheduled meeting after compliance with notice provisions as set forth herein. An application shall not be continued more than three (3) times at the request of the applicant. (Ord. No. 91-1053, § 1, 9-16-91)
- D. Upon receipt of a favorable recommendation from the planning and zoning commission, the city clerk shall schedule and advertise the proposed conditional use request for a public hearing before the city council. A proposed conditional use request shall not be continued more than three (3) times at the request of the applicant. (Ord. No. 91-1053, § 1, 9-16-94)
- E. Upon receipt of a negative recommendation from the planning and zoning commission, the city council review process will be initiated at the request of the applicant.
- F. When the city council denies a conditional use request, the planning and zoning commission shall not reconsider the same request for a period of six (6) months. Each time the city considers a conditional use request, the fifty dollar (\$50.00) administrative fee must be paid.

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The applicant shall submit a complete application, including any supplemental information and a non refundable application fee of **\$100** to the Secretary of the Planning Commission, at least **21** days prior to the meeting at which the Commission is to hear the zoning amendment.

If the applicant is not the owner of the subject property, the owner shall stipulate in a letter to the Commission, that the applicant is so authorized.

OWNER/APPLICANT INFORMATION

Name of Property Owner: _____

Address: _____

Telephone Numbers Work: _____ Home: _____

Name of Applicant: _____

Address: _____

Telephone Numbers Work: _____ Home: _____

SUBJECT PROPERTY INFORMATION

Address: _____

Lot: _____ Block: _____ Subdivision Name: _____

Current Zoning: _____

Conditional Use Request: _____

EACH CONDITIONAL USE APPLICATION SHALL BE ACCOMPANIED BY:

- 1. A non-refundable application fee of \$100**
- 2. A vicinity map showing the exact location of the site in relation to the surrounding area and zoning of the site and adjacent property.**
- 3. A legal description of the property to be zoned**
- 4. Fifteen copies of a site plan development plan, folded to a dimension of eight and one-half by eleven inches, drawn to scale, showing:
 - a. Existing and proposed topography**
 - b. Property lines and scale**
 - c. Storm drainage facilities and other utility easements**
 - d. Existing and proposed structures and their uses**
 - e. Exterior lighting, outside storage areas, general landscaping, fences and signs**
 - f. Parking and loading areas and points of ingress and egress****
- 5. Tree Conservation Plan**
- 6. Any supplemental information which will assist the City in reviewing the conditional use request.**

Date

Signature of Owner/Applicant

APPLICATION WITHDRAWN

Date

Signature of Owner/Applicant

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**OFFICIAL USE ONLY
PLANNING COMMISSION DISPOSITION**

Date Filed	Date of Notice	Date of Hearing
Fee Paid	Receipt No.	Date Paid
<p>Decision of Planning Commission</p> <p>Approved: _____ Denied: _____</p>		
<p>List Conditions of Approval or Reasons for Denial:</p>		

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**OFFICIAL USE ONLY
CITY COUNCIL DISPOSITION**

Publication Dates:
Date of Hearing:
Decision of City Council Approved: _____ Denied: _____
List of Conditions of Approval or Reasons for Denial: