



Revised 12.19.22

FOR OFFICE USE ONLY	
DATE/TIME RECEIVED:	
ACCEPTED BY:	
P&Z MEETING DATE:	
COUNCIL MEETING DATE:	
CASE No.:	
ORD. NO/APPROVAL DATE:	

APPLICATION FOR CONDITIONAL USE

PROPERTY INFORMATION	
PROPERTY ADDRESS:	ZONING DISTRICT:
SUBDIVISION/LOT/SQ:	TYPE OF USE:

PROPERTY OWNER INFORMATION	
OWNER NAME:	LOCAL CONTACT IF OWNER UNAVAILABLE:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:



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SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

- COMPLETED APPLICATION
- COMPLETED ORDINANCE
- SITE PLAN - Must be drawn to scale
- BOUNDARY SURVEY
- CASH SALE / DEED OF PROPERTY
- FEE - \$500

I (We) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meets the requirements the Comprehensive Land Use Regulation Ordinance. I (We) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application null and void. I (We) the undersigned owner or authorized agent of the area of land described above, hereby submit for you approval the above stated request.

Property Owner Name/ Date: _____

Property Owner Signature*/Date: _____

*If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed. Appropriate documentation is also required for successions.

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All requirements have been satisfied

Review By: _____ Date: _____