



Type III Review

Conditional Use

Fee: \$480.00 + \$1500.00 deposit | File No. _____

Applicability: A conditional use application is used when certain uses, which, due to the nature of their impacts on surrounding land uses and public facilities, require a case-by-case review and analysis. Note: A variance application may be submitted concurrently with other applications for review on the same project (i.e. partition, site design review, etc.).

Applicant:	
Address:	
Email Address:	
Phone(s):	
Owner (if different from above):	
Owner Address:	
Email Address:	
Phone(s):	
Project Name:	
Project Location:	
Map/Tax Lot No.:	Zone:
Parcel Size:	Current Use:
Surrounding Uses:	
Project Description:	

Each application must include the following:

- Current Title Report (within 6 months)
- Project Statement: Describe the reason for the conditional use application.
- Site Plan(s) showing the following items (may be shown on multiple sheets):
 - Existing features (buildings, parking, landscaping, etc.);
 - Proposed new site features (buildings, parking, landscaping, etc.);
 - Utilities;
 - Parking, access, and on-site circulation;
 - Site landscaping.
 - Signage.

3. City staff will prepare and mail notice to all property owners within 100 feet of the project site, and will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
4. Once all comments are received, city staff will prepare a staff report on the application.
5. Planning Commission will hold a hearing and make a decision on the application.