

CONDITIONAL USE APPLICATION

PLANNING & ZONING COMMISSION

Name of Applicant: _____

Address of property for conditional use: _____

_____ Zip Code _____

Phone: _____ Date: _____ Fee: (\$100.00) Paid: yes __ no __

Present Zoning: _____ Site Plan Included: yes _____ no _____

I received a copy of the Planning & Zoning Conditional Use Checklist: yes _____ no _____

Signature of Present Property Owner of Record: _____

Legal Description of Property: _____

Description of Conditional Use: _____

Planning & Zoning Meeting: _____ Time: _____

Publish Date: _____

Posting Date (on property & at City Hall): _____

Action Taken: _____

Planning & Zoning-Conditional Use Check List

- ☐ 1. Verify written application on Authorized Official's or Finance Officer's form is filed and that it contains:
- a. Legal description of the land on which such conditional use is requested, together with local street address;
 - b. Name and address of each owner of the property;
 - c. Name, address, phone number and signature of the applicant;
 - d. Zoning district classification under which the property is regulated at the time of such application;
 - e. Be accompanied with a site plan, unless waived by the Authorized Official; and
 - f. Any other information concerning the property as may be requested by the Authorized Official or the Planning Commission.

If the site plan is required, it shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the zoning provisions and all relevant laws, ordinances, rules and regulations. Any plan submitted, unless waived by the Authorized Official shall include:

- a. The address of the property and the legal description;
- b. The name of the project and/or business;
- c. The scale and north arrow;
- d. All existing and proposed buildings or additions;
- e. Dimensions of all buildings;
- f. Distance from all building lines to the property lines at the closest points;
- g. Building height and number of stories;
- h. Dimensions of all property lines;
- i. Parking lots or spaces; designate each space, give dimensions of the lot, stalls and aisles;
- j. Screening; show height, location, and type of material to be used;
- k. The landscaped setback and trees; indicate species of trees and material to be used for landscaping; and
- l. Name and location of all adjacent streets, alleys, waterways and other public places.

- ☐ 2. Verify the filing fee has been paid.
- ☐ 3. Verify that the use is authorized in Dell Rapids Zoning Regulations Chapters 3 through 12.
- ☐ 4. Verify the applicant has met with the Authorized Official.
- ☐ 5. Verify the Authorized Official has provided to the Planning Commission a summary of the application and the reasons and justification for either approval or disapproval of the application.
- ☐ 6. Verify proper notice was given:
 - a. Notice of the hearing published in City newspaper at least 10 days before hearing;
 - b. Notice of the hearing was posted on the affected property at least 10 days before hearing.
- ☐ 7. Keep minutes of hearing.
- ☐ 8. Allow the parties to present evidence and/or argument. -Applicant can appear in person or through an agent or attorney.
- ☐ 9. Consider the following in decision making process:
 - a. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;
 - b. Off-street parking and loading areas where required;
 - c. Refuse and service areas, with particular reference to (a) and (b) above;
 - d. Utilities, with reference to locations, availability, and compatibility;
 - e. Screening and buffering with reference to type, dimensions and character;
 - f. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with other properties in the district;
 - g. Required yards and other open space;
 - h. General compatibility with adjoining properties and other property in the zoning district in which such use is to be located;
 - i. The goals and objectives of the most recently adopted Comprehensive Plan;