



<u>Staff Use Only</u>
Application Number: _____
Received By: _____
Date: _____
Fees Paid: \$ _____
Complete: Y    N

# CONDITIONAL USE REQUEST

## *Application Instructions*

*In order to provide flexibility and help diversify uses within a zoning district, specified uses are permitted subject to the granting of a conditional use permit. Conditional uses require review and evaluation to ensure compatibility with surrounding properties and the City at large.*

### REQUIRED FOR CONDITIONAL USE REQUESTS

*Complete sets of these documents are required at the time of application. The required quantities are shown next to each item. Originals must be signed in blue ink.*

	Staff use only
1. Application fee of \$200.00.	Y    N
2. Completed <i>Land Use Application</i> form (marked for conditional use). <b>(1 copy)</b>	Y    N
3. Title commitment (dated within 30 days of submission to City) or current proof of ownership. <b>(1 copy)</b>	Y    N
4. Written statement and any graphics necessary to describe the precise nature of the proposed use and its operating characteristics and to illustrate how all conditional use criteria have been satisfied (see Craig Municipal Code 16.03.050 C for review criteria). <b>(1 copy)</b>	Y    N
5. Map (24" high x 36" wide) showing the proposed development of the site (including topography), building locations, parking, traffic circulation, usable open space, landscaped area and utilities and drainage features. <b>(1 copy)</b>	Y    N
6. Preliminary building plans and elevations sufficient to indicate the dimensions, general appearance and scale of all buildings. <b>(1 copy)</b>	Y    N
7. Additional material as prescribed by the City or information pertinent to the conditional use request. <b>(1 copy)</b>	Y    N
8. Current list (at most 30 days old) of names and addresses (formatted for Avery 8160 labels) of surrounding property owners (within 150 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Applicant must certify that label set is complete and accurate. <b>(1 copy)</b>	Y    N

**Note:**

Within a reasonable period of time, staff will either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will have the opportunity to submit corrections and/or required copies of the application to the City.

The City will serve notice of the public hearing before the City Council by publication of a notice in the local newspaper and by sending notices to the applicant, property owners and mineral interests within 150 feet and appropriate referral agencies. The applicant will be required to post notice of the hearing on the site.

During the public hearing, the City Council will review the conditional use application based upon the Criteria contained in the Land Use Code (ref. 16.03.05). At the conclusion of the hearing, the Commission will make a recommendation to the City Council to approve, conditionally approve or deny the zoning amendment application.