



CITY OF MONROE

CONDITIONAL USE APPLICATION

CONDITIONAL USE LOCATION & DESCRIPTION

Address: _____

Parcel #: _____ Council Districts: (1 – 6) _____ & (7 or 8) _____

Zoning: _____ Parcel Acreage/Square Feet: _____

Type of Conditional Use Requested: _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant (if not Property Owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

CONDITIONAL USE INFORMATION

Describe the nature of the proposed use, including without limitation the type of activity proposed, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters (1525.1.a.2):

Describe the location of the proposed structure(s) or use(s) and its relationship to existing adjacent uses or structures, and use of adjacent properties (1525.1.a.3): _____

CONDITIONAL USE INFORMATION CONT.

Describe the area, dimensions and details of the proposed structure(s) or uses(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways (1525.1.a.4): _____

Select all existing utilities available and/or describe proposed utilities (1525.1.a.5):

Water ☐ Sewer ☐ Electric ☐ Gas ☐ Telecom ☐ Private Well ☐ Septic Tank ☐

REQUIRED SUBMITTAL ITEMS

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Site Plan; Drawn to scale, if applicable |
| <input type="checkbox"/> Fee (see Fee Schedule) | <input type="checkbox"/> Deed |
| <input type="checkbox"/> Survey Plat | <input type="checkbox"/> Proof of all property taxes paid in full |
| <input type="checkbox"/> Typed Detailed Description of the Request | <input type="checkbox"/> Other information as required by Code Officer |

APPLICANT SIGNATURE & AFFADAVIT

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE: _____ **DATE:** _____

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CODE DEPARTMENT WILL REMOVE THE SIGN AFTER THE PUBLIC HEARING.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT

SIGNATURE: _____ **DATE:** _____

NOTARY PUBLIC: _____ SWORN TO AND SUBSCRIBED BEFORE THIS

_____ DAY OF _____, 20____ NOTARY SIGNATURE: _____

DATE: _____ SEAL:

Note: It is the responsibility of the applicant and not the staff to ensure a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1550 of the Zoning Ordinance.