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| CITY OF SPRING GROVE  CONDITIONAL USE PERMIT APPLICATION  *Fee must accompany application, payable to the City of Spring Grove*  *OFFICE USE ONLY*  PERMIT #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PERMIT FEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| *Please complete and submit this application and the permit fee, along with the required documents listed on the back of this form.*  *PLEASE NOTE: In accordance with the City of Spring Grove Zoning Ordinance a Public Hearing, with at least 10 days published notice and written notification to all property owners within three hundred and fifty feet (350’) of the subject property, is required prior to any Council action on a Conditional Use Permit request. Work shall not begin until the Conditional Use Permit has been approved by the City Council. In addition to the Conditional Use Permit, a Zoning Permit may also be required.* | | | |
| PROPERTY OWNER INFORMATION | | | |
| PROPERTY OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| CONDITIONAL USE PROPOSED | | | |
| SUBJECT PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIZE OF PROPERTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. EXISTING USE OF PROPERTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. PROPOSED USE OF PROPERTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. COMPLETE AND INCLUDE THE REQUIRED DOCUMENTS LISTED ON THE BACK OF THIS FORM. | | | |
| I hereby make application to the City of Spring Grove for a Conditional Use Permit. The information provided on this application and the accompanying documents is complete and accurate and correctly states my intentions.  SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| *OFFICE USE ONLY*  CITY COUNCIL ACTION  Public Hearing Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posting/Publishing Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Conditional Use Permit Approved: \_\_\_\_\_\_ Conditional Use Permit Denied: \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If denied, reason for denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Conditional Use Permit Application  Required Documents and Supplemental Information  Provide all information applicable to your project; the City Council will not act on incomplete applications. | | |
| SITE PLAN – A Site Plan, which includes the following information, must be submitted with all Conditional Use Permit Applications. | | |
| □ | | Date and North arrow. |
| □ | | Property boundaries, lot dimension and area. |
| □ | | Location, dimensions and setback of existing and proposed structures. |
| □ | | Location of all existing and proposed streets, sidewalks, driveways, alleys and waterways. |
| □ | | Location of existing and proposed water lines, hydrants, sewer lines and proposed service connections. |
| □ | | Location and dimensions of proposed off-street parking spaces and loading areas. |
| □ | | Location of existing landscaping features, wetlands and other significant land forms and features. |
| □ | | Location of proposed screening, fencing, buffer, or landscaping. |
| □ | | Location, size, and type of proposed signage. |
| □ | | Location, height, type, direction and intensity of proposed lighting. |
| □ | | Provisions for outdoor storage, including, if applicable, details for screening. |
| □ | | Provisions for waste disposal, including details for screening exterior garbage and recycling receptacles. |
| GRADING AND STORM WATER DRAINAGE PLAN (if applicable) | | |
| □ | | Existing contours at two (2) feet intervals. |
| □ | | Proposed grade elevations of two (2) foot maximum intervals. |
| □ | | Drainage plan, including the configuration of drainage areas and calculations. |
| □ | | Proposed storm sewers, catch basins, invert elevations, type of castings, and type of materials. |
| □ | | Spot elevations. |
| □ | | Proposed driveway grades. |
| □ | | Surface water ponding and treatment areas. |
| □ | | Erosion control measures. |
| OTHER REQUIRED SUPPLEMENTAL INFORMATION | | |
| □ | | Describe the project timeline, proposed construction and improvements, proposed property modifications, and any other pertinent details. |
| □ | | If a business: type of business, type of clientele, hours of operation, number of employees, traffic impact, handling of deliveries (loading/unloading, etc.), and any other pertinent details. |
| YES  □ | NO  □ | Is the proposed use compatible with the neighborhood? If no, how will the proposed use affect adjacent properties and neighborhoods and how will those concerns be minimized or resolved. |
| YES  □ | NO  □ | Will the proposed use create noticeable noise, odor, glare, dust, heat, fumes, smoke, vibration, etc.?  If yes, what measures will be taken to prevent, minimize, and/or control these concerns? |
| YES  □ | NO  □ | Will the proposed use impact traffic flow or potentially create traffic congestion and/or create a traffic hazard?  If yes, explain how traffic concerns will be resolved. |
| □ | | Other information as requested. |
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**Proposed Findings for Granting of Conditional Use Permits:**

1. The proposed conditional use will not create traffic congestion or a traffic hazard.
2. The conditional use will not be injurious to the use and enjoyment of other

property in the immediate vicinity for the purposes already permitted.

1. The proposed conditional use does not impede the normal and orderly

Development and improvement of surrounding vacant property fore predominant

Uses in the area.

1. The proposed use will not create offensive odor, fumes, dust, noise and vibration

So that a nuisance will not be created by the proposed use.

**Permit Fees: all of the following are:**

“plus cost of construction, installation or removal of the on-site electric, water or sewer”

ELECTRIC: $750; WATER: $750; SEWER: $750

Additional Fee Information: City Ordinance Chapter 104 Fees, Licenses and Permits

Connection fees as needed: see Chapter 107