

## Conditional Use Permit Application

Applicant Information			
Applicant Name (Organization or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Zip Code
E-mail	Phone	Fax	
Landowner Information (if different than Applicant)			
Name (Organization or Entity)	Contact Person	Title	
Mailing Address	City	State	Zip Code
E-mail	Phone	Fax	
Project or Site Location			
Site Name (Project):		Location ID(s):	
Site Address / Location:		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township: N	Range: E
Legal Description:			
Current Zoning:		Proposed Zoning:	
Current Uses:		Proposed Uses:	
Lot Dimensions: Front:	Side:	Rear:	Side:
Lot Area:		<input type="checkbox"/> acres or <input type="checkbox"/> square feet	
Description of the Proposed Use for the Property (attach a separate document if needed)			
Development Plan			
<input type="checkbox"/> See the reverse side for complete application submittal requirements.			
Fees			
<input type="checkbox"/> \$350.00 (Payable to the Village of Harrison)			
Certification & Permission			
<b>Certification:</b> I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines/forfeitures, stop work orders, permit revocation, and cease & desist orders.			
<b>Permission:</b> As the landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, determine compliance with the ordinances, and perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	
OFFICE USE ONLY			
Date Complete Application Received:		Fee Received \$	Receipt No:
		Date Paid:	Taken By:

**Development Plan:**

An application for a Conditional Use Permit shall be accompanied by the plans/information outlined below. Plan requirements may be assimilated into one (1) or more plan documents. The Zoning Administrator may waive one (1) or more of the requirements when it is deemed unnecessary for the review of a particular type of development.

- A narrative detailing the hours of operation, anticipated number of occupants and/or employees.
- A narrative explaining any outside storage of materials, equipment, or vehicles.
- Submit a floor plan of building(s), size and layout of rooms,
- Submit preliminary building(s) façade/elevations for existing and proposed buildings that show sufficient detail to permit an understanding of the architectural style of the development. Design renderings may also be submitted.
- A legal description of the property.
- The location of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways.
- Dimensions of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways shall be indicated.
- A graphic outline of any development phasing.
- The land use and zoning classifications of adjacent properties shall also be indicated.
- A drainage plan shall show existing topography at two (2') foot intervals, and spot elevations of existing and proposed buildings.
- The approximate location of any proposed stormwater management facilities needed in order to meet the Post-Construction Storm Water Management requirements.
- The location of existing trees and landforms.
- Indicate the location, extent, and type of all proposed plantings.
- The location, height, opaque characteristics, extent, and type of any required screening.
- The location of all utilities (storm, sanitary, water mains, electrical, natural gas, and communication lines),  The location and type of all exterior lighting, and light fixture heights.
- The location of proposed and existing signs.
- The location and details of trash collection areas and their enclosures.
- Indicate areas for snow removal storage.
- Any other pertinent information necessary for the Plan Commission and Village Board to make a decision.

### **What is a Conditional Use Permit?**

A Conditional Use is a use or structure that may not be appropriate as a general permit or unrestricted throughout a zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the health, safety, welfare, comfort, convenience, or the general welfare. Each zoning district has a list of uses or structures requiring a Conditional Use Permit.

### **Where do I Begin?**

Consult with the Planner regarding your interest in a Conditional Use Permit. Staff will discuss with you compliance with the Harrison Comprehensive Plan, the criteria for approval, surrounding uses, and possible nonconformities.

### **What is the Process?**

1. Preliminary Consultation (recommended): The purpose of this meeting is to ensure that the applicant is aware of the requirements of the Conditional Use Permit process.
2. Informal Hearing (optional): The applicant may request an informal hearing before the Plan Commission to obtain preliminary feedback on the Conditional Use Permit application.
3. Submittal: The applicant shall submit a complete Conditional Use Permit Application, signed by the property owner or his/her designee. A complete application includes a completed application form, development plans, and applicable fees.
4. Public Hearing: Within forty-five (45) days of filing a complete application, the Plan Commission will hold a Public Hearing. Notice of the hearing will be sent to property owners within 300 feet of the subject property, the applicant, and adjacent municipalities. A notice of the Public Hearing is published in the newspaper for two (2) consecutive weeks before the Plan Commission meeting.
5. Plan Commission Action: At the Public Hearing, the Plan Commission will make a recommendation to the Village Board on the application.
6. Village Board Action: Within forty-five (45) days of the Plan Commission recommendation, the Village Board will approve, approve with modifications, deny the Conditional Use Permit, or refer it back to the Plan Commission considering the criteria in basis for approval.

### **What is the Final Action?**

Village Board approval is the final action for a Conditional Use Permit.

**Basis for Approval.** No Conditional Use Permit shall be recommended by the Plan Commission, or approved by the Village Board, unless all of the following criteria have been met. The applicant's failure to satisfy the criteria, or any other applicable requirement in this Chapter, shall be deemed grounds to deny the Conditional Use Permit.

- a. **Zoning.** The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of the ordinance.
- b. **Plans.** The proposed use conforms to the Harrison Comprehensive Plan and any other officially adopted village plan.
- c. **Traffic.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- d. **Landscaping and Screening.** Appropriate landscaping and screening have been or will be provided to protect adjacent uses or properties from light, noise, and other visual impacts that are associated with the proposed use.
- e. **Neighborhood compatibility.** The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.
- f. **Services.** Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.