

THE CITY OF SHELLEY SPECIAL USE PERMIT APPLICATION

**SPECIAL USE PERMIT FEE: \$300.00 plus the actual publication and notification costs.
The fee is to be paid to City Hall prior to the Public Hearing.**

THIS APPLICATION MUST BE SUBMITTED ONE WEEK PRIOR TO THE CALL FOR A PUBLIC HEARING.

APPLICANTS MUST FILL IN THIS APPLICATION ENTIRELY. A LIST OBTAINED FROM THE PROPERTY ASSESSOR'S OFFICE OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 300 FEET OF THE EXTERNAL BOUNDARIES OF THE LAND BEING CONSIDERED FOR A SPECIAL USE PERMIT MUST BE PROVIDED WITH THIS APPLICATION SO CERTIFIED NOTIFICATION CAN BE SENT. IF THIS APPLICATION IS APPROVED AND ALL PROPERTY OWNERS WITHIN 300 FEET HAVE NOT BEEN NOTIFIED PRIOR TO THE HEARING BY CERTIFIED MAIL, YOUR SPECIAL USE PERMIT MAY BE REVOKED OR YOU MAY BE CHALLENGED IN A COURT OF LAW. ALSO, IT IS IN YOUR BEST INTEREST TO PROVIDE A PETITION STATING WHAT YOUR INTENTIONS ARE, AND SIGNATURES OF APPROVAL FROM YOUR SURROUNDING PROPERTY OWNERS WITHIN 300 FEET.

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ PRESENT ZONING

DISTRICT: _____

LEGAL DESCRIPTION OF PROPERTY: PLEASE PROVIDE ATTACHMENT

PHYSICAL ADDRESS OF PROPERTY: _____

PRESENT LAND USE: _____

DESCRIPTION OF PROPOSED SPECIAL USE: _____

PLEASE PROVIDE A PLAN OR DRAWING OF THE PROPOSED SITE FOR THE SPECIAL USE SHOWING THE LOCATIONS OF ALL BUILDINGS, PARKING, TRAFFIC ACCESS, TRAFFIC CIRCULATION, OPEN SPACES, LANDSCAPING, UTILITIES, YARDS, AND SUCH OTHER INFORMATION AS MAY BE REQUIRED TO DETERMINE IF THE PROPOSED SPECIAL USE MEETS THE INTENT AND REQUIREMENTS OF CITY ORDINANCE.

PLEASE WRITE A STATEMENT EVALUATING THE EFFECTS THIS CHANGE WILL HAVE ON THE ADJOINING PROPERTIES; SUCH AS COMPATIBILITY AND RELATIONSHIP WITH ADJACENT AND OTHER PROPERTIES IN THE DISTRICT:

DATED THIS _____ DAY OF _____, 20 ____.

APPLICANT'S SIGNATURE: _____

PLANNING AND ZONING COMMISSION RECOMMENDATION

APPROVED _____ DENIED _____

DATED THIS _____ DAY OF _____, 20 ____.

BY: _____

TITLE: _____

UPON APPROVAL OF THIS APPLICATION A SPECIAL USE PERMIT WILL BE MAILED TO YOU WITH ANY CONDITIONS SPECIFIED DURING THE PUBLIC HEARING.