

CONDITIONAL USE PERMIT
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Property Owner (Fee Owner) _____ Phone _____
(If different from above)

Address _____ Email _____

City _____ State _____ Zip code _____

Signature _____ Date _____

The following information shall be submitted prior to review by the City of Andover:

1. Complete application and fee
2. Letter summarizing request
3. A scaled drawing showing the following:
 - a. Scale
 - b. North arrow
 - c. Dimensions of the property and structures
 - d. Front, side, and rear yard building setbacks
 - e. Adjacent streets
 - f. Location and use of existing structures within 100 feet
4. Other information as required to review request

Application Fee:

Commercial	\$1,000.00 escrow to facilitate ARC review. If this escrow doesn't cover review costs, additional billing will occur.
Residential	\$350.00 includes mailing labels
Amended Conditional Use Permit	\$200.00 includes mailing labels
Public Notification Sign	\$30.00

Recording Fee:

Abstract & Torrens	\$100.00
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Date Paid _____ Receipt # _____

60 Day date _____ 120 Day date _____

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Note: The following is information that all applicants should read and understand.

CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT REQUEST

In granting a Conditional Use Permit request, the City Council shall consider the advice and recommendation of the Planning and Zoning Commission and:

- The effect of the proposed use upon the health, safety, morals and general welfare of occupants of surrounding lands.
- Existing and anticipated traffic conditions including parking facilities on adjacent streets and lands.
- The effect on values of property and scenic views in the surrounding area.
- The effect of the proposed use on the Comprehensive Plan.

CONDITIONAL USE PERMIT PROCESS

- A Public Hearing Notice will be sent out to all property owners and residents within 350' feet of the applicants' proposed property.
- A sign stating "Proposed Land Use Change" is placed on the applicants' property to inform interested resident of the public hearing. (For Public Hearing information please call the informational hotline at 767-5126).
- City staff will conduct an on site inspection which includes taking pictures of the property for the Planning and Zoning meeting.
- A staff report is prepared on the Friday before the Planning and Zoning Commission meeting. This report can be obtained by calling City Hall (755-5100). **It is important that the applicant attend the Planning and Zoning meeting.**
- Questions may be addressed to the applicant from the public or commission members.
- The Planning and Zoning Commission will vote to forward the item to the City Council with a recommendation of approval or denial. The Commission may also table the item in order to obtain further information.
- The City Council will make a final decision on the item.