



**Community Development Department**

**SPECIAL( ) OR CONDITIONAL ( ) USE REQUEST APPLICATION**

**1) PROPERTY:** Address: \_\_\_\_\_  
 Legal Description:(attach) \_\_\_\_\_  
 \_\_\_\_\_  
 Folio(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Size in Acres: \_\_\_\_\_  
 Property Survey (attach): \_\_\_\_\_

**2) OWNER(S):** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Proof of Ownership: (attach) \_\_\_\_\_

**3) APPLICANT:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Drivers License No. (attach copy) \_\_\_\_\_  
 Owner Authorization (attach notarized Letter of Intent): \_\_\_\_\_

**4) REQUEST:** Use Request: \_\_\_\_\_

**5) \*FEE(S):** 1.5 acres or less: \$1,350.00  
 1.5- 3.0 acres: \$2000 base fee plus \$170 per acre  
 3.1 acres or more: \$3,000 base fee plus \$210 per acre

\$900 plus \$5.00 per mail out address as required: to include advertisement, required legal notices & administrative costs. Note that larger developments may have increased advertisement and legal notice costs to be determined after application submittal.

\*All fees due prior to scheduling of hearings.

**ALL FEES ARE NON-REFUNDABLE.**

**6) SIGNATURES:**

_____	_____	_____
Owner(s)	Date	City Official
_____	_____	_____
Owner(s)	Date	Date Accepted
_____	_____	
Applicant	Date	

**Note that this application is strictly for consideration of zoning approval. If zoning is approved, the Building Department may have additional code requirements you must comply with for the building to meet the requirements/standards necessary for your change of use. An Occupational license shall not be issued until all building requirements are met. No operation of your use shall be permitted without an Occupational license; operation of your use without proper licensure will be a violation and subject to Code Enforcement fines/fees.**