



Application Date:	
Fee: \$400	Escrow: NONE

CONDITIONAL USE PERMIT

A separate fee will be invoiced to the applicant for the cost of placing a required public hearing notice in the newspaper. This fee is typically around \$30.00

A conditional use is a permitted use that is allowed only when it is shown that the use meets certain general and specific standards related to the proposed conditional use. Conditions may be applied to the issuance of the Permit and/or periodic review may be required. The Permit shall be granted for a particular use and not for a particular person or firm.

PARCEL IDENTIFICATION NO (PIN):		COMP PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		ZONING DISTRICT:
		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: E-Mail:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
1. 25-300-900 Procedure; Conditional Use.		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan: A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following (as applicable):</p> <ul style="list-style-type: none"> ▪ Property dimensions ▪ Grading Plan ▪ Landscaping, including location of significant trees and/or woodlands ▪ Location of utilities ▪ Location of existing and proposed buildings (including total square footage, footprint and dimensions to lot lines) ▪ Location of existing and proposed curb cuts, driveways and access roads ▪ Existing and proposed parking, off-street loading areas ▪ Easements ▪ Sidewalks and trails <p>COPIES: 1 copy 11" x 17" or 8 ½" x 11" format; digital submission preferred (pdf)</p>

Application for: **CONDITIONAL USE PERMIT**
City of Oakdale

<input type="checkbox"/>	<input type="checkbox"/>	<p>Written Narrative Describing your request: A written description of your request for the Conditional Use will be required to be submitted as a part of your application. The description must include the following:</p> <ul style="list-style-type: none"> ▪ Description of operation or use ▪ Hours of operation, including days and times (if applicable) ▪ Describe how the requested Conditional Use meets the Specific and/or General Criteria for Approval
<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses and signatures of all owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Conditional Use Permit application form completed
<input type="checkbox"/>	<input type="checkbox"/>	Conditional Use Permit Request Supplement form completed
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<p>Survey of the property: An official survey, by a licensed surveyor, may be required to be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 ½" x 11" format.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Full-size paper copy of all submittal documents (24"x36" – Arch D or 36"x48" – Arch E)
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Any other information which may be deemed necessary to evaluate the application against the specific or general criteria for approval

Review and Recommendation of the Planning Commission. The Planning Commission shall hold a public hearing and consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, denial, or continue the application.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has held a public hearing and made its recommendation. The City Council makes a final determination to either approve or deny the application. Upon receiving final determination from City Council, the Community Development Director shall record a certified copy of the permit with the county recorder.

We, the undersigned, have read and understand the above.

Signature of Applicant	Date
Signature of Applicant	Date
Signature of Owner (if different than applicant)	Date

