CITY OF MANTORVILLE
CONDITIONAL USE PERMIT

Fee $250

(A)   Applicant's Name _____ Phone _____

(B)   Address _____ Email Address _____

(C)   Owner's Name (if different from Applicant) _____Phone _____

(D)   Owner's Address _____ Email Address _____

(E)   Address of the Property_____

(F)   Tax Parcel ID Number(s) _____

(G)   Legal Description of the Property_____

(H)   Present Zoning Classification of the Property _____

(I)   Existing Use of the Property_____

(J)   The Conditional Use Permit requested is a permitted Conditional Use as described in Section _____ of the City Code.

(K)   Explain the requested conditional use (give details of the type, size, purpose, and any other relevant information regarding the proposed use):

_____

_____

_____

_____

_____

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville Zoning Ordinance and other applicable City ordinances. Submittal of the application, required information and fee does not guarantee the issuance of a conditional use permit. Additional information may be needed or conditions may exist that would prevent the actual granting of a conditional use permit.

I hereby certify with my signature that all data on my application form, and any additional sheets, plans and specifications are true and correct to the best of my knowledge.

_____   _____
Applicant Signature   Date

_____   _____
Property Owner Signature (if different from Applicant)   Date

PROCEDURES: The procedure for applying for a conditional use permit are as follows:

1. The applicant shall file the completed application together with the required exhibits and pay an application fee as established by the City Council.

2. When the City Clerk determines the application to be complete the public hearing date will be set.

3. The City Clerk shall publish a notice of the Public Hearing at least once in the legal newspaper not less than ten (10) days and not more than thirty (30) days prior to the hearing.

4. The City Clerk shall give written notice to all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.

5. The City Council shall take action to approve or deny the application within sixty (60) days of receiving a completed application. If the Council cannot take action to approve or deny the application within these sixty (60) days, the Council may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed sixty (60) days unless approved by the applicant in writing.

6. No application for a conditional use permit shall be considered by the City Council within a one (1) year period following a denial of such request, except that the City Clerk may permit a new application to be filed if new evidence or a change in circumstances warrant it.

REQUIRED EXHIBITS FOR CONDITIONAL USE PERMITS   The following exhibits shall be required:

____ Yes ____No   1. A completed application form

____ Yes ____No   2. An accurate boundary description of the property, in some cases a survey of the property by a licensed surveyor will be required

____ Yes ____No   3. Evidence of ownership or enforceable option on the property

____ Yes ____No   4. A development plan of the property showing the existing or proposed buildings, streets, access roads, driveways, parking spaces, and/or signs

____ Yes ____No   5. Landscaping and screening plans

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE GRANTING OF CONDITIONAL USE PERMIT. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF A CONDITIONAL USE PERMIT.

FOR OFFICE USE ONLY

Date Submitted _____   Date Accepted_____   Fee Paid _____

Public Hearing Date: _____

(Circle one) Approved   Denied   by the City Council on _____, _____.

If approved, the following conditions were prescribed:

1. _____
2. _____
3. _____
4. _____

If denied, denial was for the following reason(s):_____

_____

_____

_____