



THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A CONDITIONAL USE PERMIT

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

FEE: \$ 100

P.C. Meeting Date: _____

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information is provided.**

GENERAL INFORMATION: (Indicate where correspondence should be sent)

Representative: _____

Address: _____

Day Phone: (____) _____

email: _____

Property Owner: _____

Address: _____

Day Phone: (____) _____

email: _____

PROPERTY DESCRIPTION:

Site Address: _____

DESCRIPTION OF REQUEST: _____

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject to this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ _____ Date: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ 100
- 3. Proof of notification of adjacent property owners by certified mail. (15 Days prior to meeting)
- 4. Site plan drawn to scale, based on the deed or survey, showing all existing and proposed structure dimensioned from the structure to the property line and required setbacks. (If new construction or land disturbance is proposed)
- 5. A written statement containing the proposed use information including the following (if applicable):
 - A. Hours of operation.
 - B. Areas to be utilized indoor and outdoor.
 - C. Structural changes which are planned.
 - D. Anticipated patrons, clients, and/or customers, etc. (average per day).
 - E. Number of employees.
 - F. Number of parking spaces.
 - G. Description of request.