

Received _____

Receipt # _____

Meeting Date _____

SPECIAL USE PERMIT APPLICATION

The undersigned do hereby apply for a special use permit and understand they are to comply with the application and ordinances of the City of Webb City.

APPLICATION AND SUBMISSION REQUIREMENTS:

1. Only the owner, or prospective owner(s) under a written contract to purchase the subject property, can file an application for a hearing.
2. The application shall be filed in the office of the City Clerk, who shall forward the application to the Planning and Zoning Commission. The application shall contain such information as the Planning and Zoning Commission may prescribe by regulations filed with the City Clerk.
3. Such application shall be accompanied by a fee of \$ 66.00 described below, plus the actual cost of publication of legal notices for amendments to the zoning ordinance, and certified mailings.
4. The application must be filed with the City Clerk no less than 14 days prior to the next regular meeting - 22 days if a public hearing is required - of the Planning and Zoning Commission.
5. The applicant, or a representative, is required to attend the meetings of the Planning and Zoning Commission, when the application is scheduled for discussion. Lack of attendance may result in the striking of the application.
- 6.

APPLICANT _____ PHONE _____

MAILING ADDRESS _____

LOCATION OF SUBJECT PROPERTY _____ PRESENT ZONING _____

EMAIL ADDRESS _____

LEGAL DESCRIPTION (ATTACH COPY) _____

REQUESTING:

APPLICANT: _____

DATE: _____

REVIEW PROCEDURES:

The Commission will set a date for the public hearing, if any, and public notice will be given as follows:

1. The City Clerk will advertise the Public Hearing in the local paper no less than 15 days prior to the hearing date. The cost of the advertisement will be the responsibility of the applicant.
2. A sign of Public Notice will be posted on the subject property by the City.
3. The Building Inspector will certify that letters of notice have been sent to the property owners within 185 feet of the subject property. The names of the property owners will be determined by the current tax records in City Hall. Error in the mailing of notice to surrounding landowners shall not constitute grounds to contest any decision of the Planning and Zoning Commission, or the City Council. The city is not responsible for any such errors.

Findings of the Commission:

1. Complies with all applicable provisions in the zoning ordinance _____
2. Subject property contributes to, and promotes to community welfare or convenience _____
3. Will not cause substantial injury to the value of neighboring property _____
4. Complies with the overall neighborhood development plan and the intent of existing Zoning district provisions _____
5. Will provide, if applicable, off-street parking and loading _____
6. Will not substantially increase traffic hazards _____
7. Will not substantially increase fire hazards _____
8. Will not overtax public utilities _____

APPLICATION CONSIDERATION BY THE PLANNING AND ZONING COMMISSION:

Special Comments, Recommendations, Conditions, Special Findings:

Approved _____ Denied _____ Date _____

Chairman: Planning and Zoning: _____

Forwarded to Council for meeting on _____

Appeal of denial? Yes ____ No ____ [Section 405.510(O)]