



REQUEST FOR CONDITIONAL USE PERMIT
(please print or type)

Applicant's Name _____

Address _____

Phone () _____ - _____ ext. _____

Owner's Name _____

Address _____

Phone () _____ - _____ ext. _____

Agent's Name _____

Address _____

Phone () _____ - _____ ext. _____

Hereby request the Planning Commission and City Council to consider the following Conditional Use:

The Conditional Use Permit is requested for the property legally described as the following:

Current zoning of said property: _____

Description of existing use of said property:

REQUEST FOR CONDITIONAL USE PERMIT

- Please check here if Conditional Use request is for residential renovation in an older single family residence built prior to the adoption of the zoning regulations. Refer to Springfield Zoning Ordinance - Residential Renovation for further information.

NOTICE: Applications will be processed according to the city’s review schedule. Please see the attached Application Checklist for a complete list of required documents. Complete information must be provided by the applicant or no action will be taken.

I hereby certify that all required information and materials are herewith attached and said materials are true and accurate to the best of my knowledge.

Signed _____
Applicant

Date _____, 20_____

Application Fees:

Original Application - \$300.00 (under 1 acre); \$500.00 (over 1 acre)

Amendments & Renewals - \$150.00

*fees are nonrefundable

All fees are due and payable to the City Treasurer upon application.

Conditional Use Permit Recommendation / Action

Planning Commission

- Approval recommended
- Approval not recommended
- Changes and improvements required:

- ___ Ayes
- ___ Nays
- ___ Abstain

Date of Public Hearing _____, 20____
Date of Notice of Public Hearing _____, 20____

The subdivider has complied with the requirements of the Springfield Zoning Ordinance and Subdivision Regulations.

Signed _____
Chairman, Planning Commission

City Council

- Application approved
- Application denied
- Application referred back to Planning Commission with specific instructions:

- ___ Ayes
- ___ Nays
- ___ Abstain

Date of Public Hearing _____, 20____
Date of Notice of Public Hearing _____, 20____

Ordinance Number # _____

Signed _____
Mayor

Attest _____
City Clerk

Conditional Use Permit – Supplemental Information
For Planning Commission & City Council Use Only

The following conditions represent minimal requirements for the granting of any Conditional Use Permit. Additional requirements may be placed upon the applicant's request by the Planning Commission. The granting of said Conditional Use Permit does not constitute permanent use of the property in this fashion. Failure to accept or adhere to these conditions may result in the denial or rescinding of any application.

No Conditional Use Permit shall be authorized by the **Planning Commission** unless it finds that:

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, moral, comfort, or general welfare of the community.
 Ayes
 Nays
 Abstain

2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.
 Ayes
 Nays
 Abstain

3. The establishment of the conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district.
 Ayes
 Nays
 Abstain

4. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
 Ayes
 Nays
 Abstain

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize congestion in the public streets.
 Ayes
 Nays
 Abstain

6. The use shall not include noise which is objectionable due to dust vapors or other substance which is harmful to health, animals, vegetation, or other property or which can cause soiling, discomfort, or irritation.
 Ayes
 Nays
 Abstain
7. The use shall not involve any malodorous gas or matter which is discernable on any adjoining lot or property.
 Ayes
 Nays
 Abstain
8. The use shall not involve any direct or reflected glare which is visible from any adjoining property or from any public street, road, or highway.
 Ayes
 Nays
 Abstain
9. The use shall not involve any activity substantially increasing the movement of traffic on public streets unless procedures are instituted to limit traffic hazards and congestion.
 Ayes
 Nays
 Abstain
10. The use shall not involve any activity substantially increasing the burden on any public utilities or facilities unless provisions are made for any necessary adjustments.
 Ayes
 Nays
 Abstain