



Conditional Use Permit Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) A written narrative describing the proposal, including (as applicable):
 - a) Nature of request.
 - b) Impact on adjoining properties and mitigating measures to minimize impact.
 - c) Buildings to be constructed or utilized.
 - d) Intended use of buildings and property.
 - e) Hours and days of operation.
 - f) Number of employees.
 - g) Impact on traffic, including type and amount of traffic, access, and parking provisions.
 - h) Potential environmental impacts and measures to avoid or minimize the potential impacts.
 - i) Proposed measures to provide buffering from proposed use to adjacent properties.
 - j) Future expansion plans.
 - k) Is the proposed use consistent with the Baxter Comprehensive and Land Use Plan?
- _____ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 5) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 6) Architectural Plans: Architectural plans for buildings indicating elevations, entrances, heights, floor plan and materials to be used on the exterior.
- _____ 7) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ 8) Development Plan: A general development plan for the property indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping and drainage.
- _____ 9) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Conditional Use request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council. Unless otherwise specified by the Zoning Administrator or City Council at time of approval, the Conditional Use Permit will expire within one year unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. Prior to the expiration, the applicant may apply for a time extension of up to one year.

No application for a conditional use permit which has been considered and denied by the city council shall be resubmitted for a period of six (6) months from the date of city council action denying the permit, except on grounds of new evidence, or proof of change of conditions found valid by the planning and zoning commission.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Conditional Use Permit procedures can be found in Chapter 7 (Conditional Use Permit) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.