

**APPLICATION FOR PLANNING REQUEST
CITY OF PRINCETON**

Street address of property: _____ Zoning: _____

Legal Description: _____

Applicant:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Property Owner:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Request Type: Variance Rezoning Conditional Use Permit Interim Use Permit

Plan Review Subdivision Plat Other _____

Description of request: _____

Existing use: _____

Is this a permitted use under the current zoning ordinance? Yes No If no, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously? Yes No
When? _____

When the City is required to get outside review, such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request, agrees to pay such fees.

Applicant Signature Date: _____

Application Received by: _____
Date: _____

APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made for a Conditional Use Permit for (description of Conditional Use Permit) _____

Address of Property: _____

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of this application.

- 1) Completed application for Conditional Use Permit.
- 2) Cash fee \$ _____
- 3) Legal description of the property.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.

CONDITIONAL USE PERMIT APPLICATION

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

6. CONDITIONAL USE PERMIT

A. Procedure

1. Application for Permit

An applicant desiring a Conditional Use Permit shall fill out and submit to the Princeton Zoning Administrator an Application for Conditional Use form, copies of which are available from the Zoning Administrator. The appropriate fee shall be paid in order for the application to receive consideration by the Planning Commission.

2. Public Hearing

The Planning Commission shall hold at least one public hearing on each application for a Conditional Use Permit after notice of the hearing has been published in the official newspaper at least 10 days before said hearing. The Planning Commission shall also cause a notice to be mailed to each of the owners of property located within 350 feet of the boundary lines of the property upon which such use has been requested. The Planning Commission decision will serve as the final ruling and the decision will be reported to the City Council for information only.

3. Appeal

Upon denial by the Planning Commission, the applicant shall have thirty (30) days to file an appeal with the Zoning Administrator. Such appeal shall be heard by the Board of Adjustments within sixty (60) days of the date that such appeal is submitted to the Zoning Administrator.

B. Standards

The Planning Commission shall grant a Conditional Use Permit and shall order the issuance of such permit only if it finds that such use at the proposed location:

1. Are there characteristics of the proposed use that may violate the health, safety or general welfare of Princeton residents?
2. Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation?
3. Could the proposed use create any special problems with parking?
4. Would the proposed use cause any problems with access or traffic generation?
5. Is the proposed use incompatible with other uses located in the zoning district?

C. Denial for Noncompliance

If the Planning Commission denies or subsequently revokes a Conditional Use Permit, it shall include in its determination findings as to the ways in which the proposed use does not comply with the standards required by this ordinance.

D. Conditions

In approving any Conditional Use Permit, the Planning Commission may impose conditions which it considers necessary to meet the standards of this ordinance and to protect the best interests of the surrounding area or the City as a whole. Violation of any such condition is a violation of this ordinance. These conditions may include, but are not limited to, the following:

1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe.
2. Off-street parking and loading areas where required, with particular attention to the items in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property.
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above.
4. Utilities, with reference to location, availability, and compatibility.
5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
7. Required yards and other open space.
8. General compatibility with adjacent and other property in the district.

E. Expiration

If substantial construction has not taken place within one year after the date of a Conditional Use Permit, the permit is void except that, on application, the Planning Commission may extend the permit for an additional period not to exceed six months.