



# CONDITIONAL USE Application

**SUBMITTAL INFORMATION** The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For conditional use review as outlined in Chapter 9, Section 9.360, Conditional Use Permit.

**Physical Address:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant Name (Please Print)** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone #:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Name** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone #:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

## **REQUIRED SUBMITTALS WITH COMPLETED APPLICATION**

- Conditional Use Requested (City Code #) \_\_\_\_\_
- Property survey
- Letter of Intent for Zoning Use or Building Use
- Names and addresses of all owners of record for all real property located within 185' of the property for which the change is requested.
- Advertising & Notification Charges: \$100 (*you will be billed if advertising/notification costs are exceeded*)
- Stormwater Calculations
- Traffic Study
- Application Fee: \_\_\_\_\_ (See page 3)

**Staff Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE  
USE  
ONLY**

Application:	_____	_____
City Staff Review:	_____	_____
Planning & Zoning:	_____	_____
Board of Aldermen 1st Reading:	_____	_____
Board of Aldermen 2nd Reading:	_____	_____
Final Revisions / As-Built Received:	_____	_____

## 9.360. Conditional Use Permit

9.360.1 Application may be made to the Administrative Officer for a conditional use permit for any use specifically authorized by the district use regulations for such consideration. The applicant shall furnish information and shall deposit fees in accord with Section 9.420. of this ordinance, and the Administrative Officer shall thereafter review the application for compliance with the provisions of this ordinance, prepare a report or Public notice, advertising, posting, agenda placement or other procedure matters involving the application shall be handled by the Administrative Officer, under such review or hearing procedures as the Board of Aldermen may establish. (The application shall be submitted at least thirty (30) calendar days prior to the meeting of the Planning and Zoning Commission. (amended Council Bill No. 2006-059, 1-02-2007) (amended Council Bill No. 2008-010, 2-19-2008)

A report and recommendation shall be filed by the Planning and Zoning Commission with the Board of Aldermen within forty-five (45) days of the meeting at which the Planning and Zoning Commission first considers the matter, unless consideration is 64 extended by mutual consent of the Commission and the applicant. No conditional use permit shall be granted without recommendation from the Planning and Zoning Commission; however, if no report is transmitted within the stated or extended time period, it shall be assumed that the Commission has approved the application. Thereafter, the Board of Aldermen shall examine and approve or deny the application, with findings and if approved, under such conditions as are deemed necessary, per 9.360.2 through 9.360.8 below.

9.360.2 In authorizing the issuance of a conditional use permit, the Board of Aldermen may impose such conditions at will, in its judgment, ensure that;

9.360.3 The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

9.360.4 The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

9.360.5 The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

9.360.6 Adequate measures will be taken to provide ingress and egress, designed to minimize traffic congestion in the vicinity.

9.360.7 Adequate utilities, drainage and other necessary facilities have been or will be provided.

9.360.8 The conditional use will in all other respects conform to the applicable regulations of the district in which it is located, except as may be expressly provided elsewhere in these regulations.



## **DEVELOPMENT APPLICATION FEE SCHEDULE**

Adopted by Resolution #27 on 5/16/12

<b>ANNEXATIONS (Voluntary)</b>	No Charge
<b>CONDITIONAL USE REVIEW</b>	200
Extension	100
<b>PLANNED DEVELOPMENT</b>	
Preliminary Development Plan	300 */**
Final Development Plan	300 */**
Amendment to Approved Plan	150 */**
<b>REZONING</b>	200 *
<b>SITE PLAN REVIEW</b>	300
Extension	100
<b>SUBDIVISION PLATS</b>	
Minor Plats	200 ***
Major Plats (Preliminary)	200
Major Plats (Final)	300 ***
<b>VARIANCES</b>	
Residential	100 *
Non-Residential	200 *
<b>APPEALS</b>	
Admin. Determination to Board of Adjustment	100 *
P&Z decision to Board of Aldermen	200 *
<b>SERVICES</b>	
Official Zoning Verification	25
Administrative Officials Determination	50
Misc. Letter Requests	25

\* Plus cost of legal advertisement

\*\* Plus cost of legal fees

\*\*\* Plus recording fees

**Applicants: Please note the following:**

1. All fees listed above are non-refundable and are due at the time of submittal.
2. Some projects (including PDs, plats, and site plans) may require review by an engineer hired by the City. Applicants are responsible for reimbursing the City for any engineer review costs associated with their submittals. These costs are not included in the above listed fees and will be billed to the applicant separately.

<b>PLANNING AND ZONING COMMISSION</b>	
<b><i>2018 Applicant's Submittal Deadlines*</i></b>	
<b>Complete Application Packet Submitted to the City**</b>	<b>Meeting Date***</b>
12/11/17	1/9/18
1/8/18	2/13/18
2/12/18	3/13/18
3/12/18	4/10/18
4/9/18	5/8/18
5/7/18	6/12/18
6/11/18	7/10/18
7/9/18	8/14/18
8/13/18	9/11/18
9/10/18	10/9/18
10/8/18	11/13/18
11/12/18	12/11/18

**This calendar provides a general timeframe for submitting development applications for the Planning and Zoning Commission Agenda. This schedule may be altered due to conflicts with scheduled holidays, the number of applications filed at any one time, the types of projects to be reviewed or staff and/or Commission availability.**

\*Depending on the complexity of the application, items which require review by the City Engineer may require additional time which is not reflected upon this schedule.

\*\*Per Missouri State Statute and Ashland City Code legal advertisements must be published a minimum of 15 days in advance of a meeting. This schedule accounts for that required notice while also providing staff adequate time to review the application.

\*\*\*The final drafts of staff reports are due one week prior to the meeting date. Therefore, staff must have all necessary paperwork one week prior to the staff report deadline, essentially two weeks prior to the anticipated meeting date.