

## **CONDITIONAL USE APPLICATION REQUIREMENTS**

1. IF YOU ARE NOT THE PROPERTY OWNER, SUBMIT NOTARIZED WRITTEN PERMISSION TO FILE THE APPLICATION FROM THE PROPERTY OWNER.
2. MEET WITH DEPARTMENT OF DEVELOPMENT SERVICES REPRESENTATIVES TO DISCUSS THE PROPOSED WORK.
3. SUBMIT COMPLETED APPLICATION AND \$100 FILING FEE FOR MAJOR CONDITIONAL USES OR A \$75 FILING FEE FOR MINOR CONDITIONAL USES TO DEPARTMENT OF DEVELOPMENT SERVICES. **(IF THE DEPARTMENT DETERMINES THAT THE APPLICATION IS NOT COMPLETE, THEN IT SHALL NOTIFY THE APPLICANT OF ANY DEFICIENCIES AND TAKE NO FURTHER STEPS TO PROCESS THE APPLICATION UNTIL THE APPLICANT REMEDIES THE DEFICIENCIES.)**
4. INCLUDE WITH THE APPLICATION A WRITTEN STATEMENT OF HOW YOUR PROPOSAL MEETS THE FOLLOWING SEVEN CONDITIONS. PROVIDE A LAYOUT DRAWING OF THE PROPOSAL OR OTHER VISUAL INFORMATION TO PRESENT THE EXISTING CONDITIONS AND PROPOSED CHANGES:
  - a. That the proposed use or development of the land will not materially endanger the public health or safety;
  - b. That the proposed use is reasonably necessary for the public health or general welfare, such as by enhancing the successful operation of the surrounding area in its basic community functions or by providing an essential service to the community or region;
  - c. That the proposed use or development of the land will not substantially injure the value of adjoining or abutting property;
  - d. That the proposed use or development of the land will be in harmony with the scale, bulk, coverage, density, and character of the area or neighborhood in which it is located;
  - e. That the proposed use or development of the land will generally conform with the Comprehensive Plan and other official plans adopted by the City;
  - f. That the proposed uses is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar facilities;
  - g. That the proposed use will not cause undue traffic congestion or create a traffic hazard.