

CITY OF HARTFORD  
APPLICATION FOR CONDITIONAL USE PERMIT  
(PLEASE PRINT OR TYPE)

|   |          |                            |
|---|----------|----------------------------|
| For official use only                   |          | Application Received _____ |
| Review Fee: #100.604.440000.44420 (#78) | \$400.00 | Date Paid _____            |
| Processing Fee: #100.125.461100.46112   | \$15.00  | PC Meeting Date _____      |
| Technology Fee: #100.240.440000.44250   | \$5.00   |                            |
| TOTAL _____                             |          |                            |

Address of Subject Property: \_\_\_\_\_

Legal Description or Metes & Bounds Description: \_\_\_\_\_

Tax Key Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Attorney Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

## Conditional Use Permit Application

Conditional uses and their accessory structures, because of their unique characteristics, are regarded as special uses that require review, public hearing, and approval by the Plan Commission. The public hearing may be held only after notice of the hearing appears in the official City newspaper for at least two consecutive weeks and at least seven days prior to the hearing. In addition, all owners of property within three hundred feet of the subject property will be notified by mail at least ten days prior to the hearing. The Plan Commission will review such aspects as structures, parking, access, traffic generation and circulation, provision of utilities, impact on surrounding uses, and anything else deemed necessary to preserve the purpose and intent of the Municipal Ordinance. The Plan Commission may grant a Conditional Use as submitted, grant a Conditional Use Permit with conditions, or deny the Conditional Use Permit.

Proposed use of property requiring Conditional Use Permit:

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Description of existing and proposed structure(s) and improvements (attach additional sheets or documentation if necessary):

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Supporting Information:

The following supporting information must be submitted with this application:

\*Plat of Survey or location drawing of the subject property drawn to scale and showing lot lines, existing structures, proposed structures, parking areas, and any other features that help illustrate the nature of the request. Include relevant dimensions of lot, structures and setbacks. Submittals should be at least 8.5" x 11" and no larger than 11" x 17".

\*Completed "Plan of Business Operations" form.

\*Other information as requested by City Staff

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if different): \_\_\_\_\_ Date: \_\_\_\_\_

(Power of Attorney or written authorization required if owner is unable to sign.)