

## **City of Iona CONDITIONAL USE PERMIT Application**

**APPLICABILITY:** A conditional use permit is required within a zoning district for a use that does not fall under the permitted uses as outlined in the Iona City Code Book, and such use is deemed essential or desirable to the public convenience or welfare.

**APPLICATIONS:** The application for a conditional use permit must be complete and received by the City Clerk in order to be processed. A general checklist is as follows:

- Legal description of property (with street address, if possible).
- Description of existing use.
- Present zoning of the property.
- A detailed description of the proposed conditional use.
- A plan or sketch of the proposed site showing the proposed or current locations of all buildings, parking, loading, traffic access and circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and other such information as the City may require to determine if the proposed conditional use meets the intent and requirements of the Iona City Code Book Title 11, Chapter 8 for Conditional Use Permits.
- A narrative statement evaluating the effects on adjoining property; the effects of such elements as noise, glare, odor, fumes and vibrations on adjoining property.
- Fee: \$100.
- Business license must be obtained if permit is for business purposes.

**REVIEW PROCESS:** A conditional use permit authorizes a land use in the City of Iona and is subject to conditions and limitations which may be placed upon it to protect public health, safety, and welfare. Conditions are established by the Planning and Zoning Commission and the City Council following a public hearing to give the applicant, local officials, and neighbors, the opportunity to discuss the proposal. An application may be denied if the Planning and Zoning Commission and City Council decide that the use is not appropriate at the proposed location. Failure to comply with a condition is grounds for revoking the permit. The property owner may apply for amended conditions on future dates should the proposed use need to expand or change. Amendments require another public hearing. If approved, the conditional use permit is valid for 1 year and may be renewed. A \$10 renewal fee may apply. Any person seeking a conditional use permit for the purpose of running a business must also obtain a business license through the City of Iona at an additional fee.

**APPEAL RIGHTS:** Any applicant who is aggrieved by conditional use permit decisions issued by the Planning and Zoning Commission and City Council may, within 30 days of the filing of such decision in the City Office, file for an appeal.

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Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

In the space below or in an attached narrative, describe the proposed use. Include information regarding present use of property, activities to be included, building and structures to be used, adjacent land use, equipment to be operated, hours of operation, outside storage, number of employees, facilities to accommodate the public, and other information required by the Planning and Zoning Commission and City Council.

I hereby certify that the above application and all attachments are true, correct, and complete to the best of my knowledge and belief.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please include any required plans or sketches.

|                                      |               |
|--------------------------------------|---------------|
| <u>LEAVE BLANK-FOR CITY USE ONLY</u> |               |
| Date Filed: _____                    | Signed: _____ |
| Fee Paid: _____ CK# _____            | City Clerk    |