

CONDITIONAL USE PERMIT APPLICATION & CHECKLIST

A conditional Use Permit shall be required prior to any existing structure within one of the Overlay Districts being altered, reconstructed, enlarged or remodeled for a commercial, retail, or business use, which altering or remodeling would increase or decrease the total gross building area by fifty percent (50%) or more; and if such work requires any additional curb cut, or the reconstruction, enlargement, remodeling, or alteration of the exterior design, material, finish grade line, landscaping, or orientation of the structure.

DATE: _____

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Subdivision: _____

Lot: _____ Block: _____ Section: _____

APPLICATION INFORMATION

Owner's Name: _____

Owner's Signature: _____

Date: _____

Phone: _____ E-Mail: _____

Please Note: The signature of the owner authorizes City of Uhland staff to visit and inspect the property for which this application is being submitted.

___ I will represent my application

___ I hereby authorize the person named below to act as my agent in processing this application.

Agent: _____

Agent Address: _____

Phone: _____ E-Mail: _____

Office use:

PERMIT # _____

FEE _____

CASH _____

CHECK _____

RECEIVED BY _____

DATE _____

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the checklist item is not applicable to your application, indicate such. This checklist is provided only as a guide. All conditional use permit requirements cannot be reflected on this checklist. If the applicant has any questions regarding the regulations, the applicant should consult the Zoning Ordinance or contact City staff. City Ordinances can be obtained from the City of Umland and on line at www.cityofuhland.com

Project Name: _____

Required items for submittal package

The following items are required to be submitted to the Planning Department in order for the Application to be accepted.

- ___ 1. Completed Application form with owner's original signature
- ___ 2. Application fee: \$300.00
- ___ 3. A map or plat showing the area being proposed for change and the zoning classification of all abutting Zoning districts, all public and private rights-of-way and easement bounding and intersecting the property.
- ___ 4. A site plan and building elevations drawn to scale showing at a minimum, the lot dimensions, size shape, and dimensions of the proposed and/or existing structure (s); the location and orientation of the structure (s) on the lot and the actual or proposed building setback lines; and all points of ingress and egress. 2 paper copies and 1 digital file must accompany the application.
- ___ 5. Applications shall be accompanied by 2 paper copies and 1 digital file of appropriate, relevant colored elevations showing at a minimum, the design, use of materials, finish grade line, landscaping, signage and orientation of the buildings and any significant architectural features.
- ___ 6. Copy of Deed showing current ownership.

***A submittal meeting is required. Please schedule an appointment with the City of Umland at 512-398-7399.**

**** Please note: The Council may also require the submission of colored perspectives or architectural renderings in applications or any other information it deems reasonable and/or useful in review of the application.**