

CONDITIONAL USE PERMIT APPLICATION

Application Fee: \$500

Legal Notification Fee: \$85

Total Fees: \$585

APPLICATION REQUIREMENT CHECKLIST:

An application for a conditional use permit may be filed with the Zoning Administrator, or his/her designee. The application shall include the following:

1. Completed application form and fees
2. Vicinity map of the property
3. Legal description of the property
4. A copy of the owner's deed(s) for the subject property
5. A description of the nature and operating characteristics of the proposed use
6. A site plan, floor plan(s) and elevations, drawn to a scale sufficient to permit adequate review and dimensioned as necessary, showing the following information:
 - a. The date, scale, north point, title, name of owner, and name of person preparing the site plan.
 - b. The location and dimensions of property lines, easements, and required yards and setbacks of existing and proposed buildings and site improvements.
 - c. The location, size, and use of proposed and existing structures on the site.
 - d. The location of all proposed site improvements, including parking and loading areas, pedestrian and vehicular access, sewers, sidewalks, utilities, service areas, fencing, screening, and lighting.
 - e. The location, size common and botanical name of landscape plant materials.
 - f. Location of any major site feature, including drainage and contours at no greater than five foot intervals.
 - g. Location of flood plain/flood way and elevation, if applicable
 - h. Any other information that may be required for review by the Zoning Administrator, or his/her designee

Please note that your application will not be accepted or there may be a delay in processing by the Planning Department if any of the required information or materials are missing or improperly presented. To avoid unnecessary delays in processing, please remember to submit the appropriate submittal requirements, i.e., signed application, fees, and all supporting documentation. If you have any questions regarding this application or required materials, please contact the Planning Department between 8:00 am and 4:30 pm, Monday through Friday.



Planning & Development
400 E. Military Ave.
Fremont, NE 68025
Phone: 402-727-2636
Fax: 402-727-2659

CONDITIONAL USE PERMIT APPLICATION

APPLICANT *(all correspondence will be directed to the applicant)*

Name _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____
Email _____

PROPERTY OWNER *(if not the same as applicant above)*

Name _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____
Email _____

ENGINEER, SURVEYOR, OR ARCHITECT *(if not the same as applicant above)*

Name _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____
Email _____

AGENT *(if not the same as applicant above)*

Name _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____
Email _____

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PROPERTY INFORMATION

Address of Property _____

General Location (*if no address is available*) _____

Legal Description of Property _____

Existing Zoning _____

Description of Proposed Use _____

An application may be filed only by the owner(s) of the property, or duly authorized officer or agent of the owner(s). By executing this application, he/she does hereby acknowledge the above statements to be true and accurate to the best of their knowledge, and understand that knowing and willful falsification of information will result in rejection of the application and may be subject to criminal prosecution.

I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City.

Signature

Print Name

Date

Office Use Only

Submittal Date _____ Project No. _____

Payment Amount _____ Receipt No. _____

Other Comments _____