



CONDITIONAL USE PERMIT APPLICATION

Conditional Use Permit Fee: \$300.00
Fee must accompany application, payable to the City of St. Clair.

OFFICE USE ONLY

PERMIT #: _____

DATE: _____

Please complete and submit this application and the permit fee, along with the required documents listed on the back of this form.

PLEASE NOTE: In accordance with the City of St. Clair Zoning Ordinance a Public Hearing, with at least 10 days published notice and written notification to all property owners within three hundred and fifty feet (350') of the subject property, is required prior to any Council action on a Conditional Use Permit request. Work shall not begin until the Conditional Use Permit has been approved by the City Council. In addition to the Conditional Use Permit, a Building or Zoning Permit may also be required.

PROPERTY OWNER INFORMATION

PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE #: _____ E-MAIL: _____

CONDITIONAL USE PROPOSED

SUBJECT PROPERTY ADDRESS: _____

SIZE OF PROPERTY: _____ ZONING DISTRICT: _____

1. EXISTING USE OF PROPERTY: _____

2. PROPOSED USE OF PROPERTY: _____

3. COMPLETE AND INCLUDE THE REQUIRED DOCUMENTS LISTED ON THE BACK OF THIS FORM.

I hereby make application to the City of St. Clair for a Conditional Use Permit. The information provided on this application and the accompanying documents is complete and accurate and correctly states my intentions.

SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE USE ONLY

CITY COUNCIL ACTION

Public Hearing Date/Time: _____ Posting/Publishing Information: _____

Comments: _____

Conditional Use Permit Approved: _____ Conditional Use Permit Denied: _____ Date: _____

If denied, reason for denial: _____

Conditional Use Permit Application Required Documents and Supplemental Information

Provide all information applicable to your project; the City Council will not act on incomplete applications.

SITE PLAN – A Site Plan, which includes the following information, must be submitted with all Conditional Use Permit Applications.

<input type="checkbox"/>	Date and North arrow.
<input type="checkbox"/>	Property boundaries, lot dimension and area.
<input type="checkbox"/>	Location, dimensions and setback of existing and proposed structures.
<input type="checkbox"/>	Location of all existing and proposed streets, sidewalks, driveways, alleys and waterways.
<input type="checkbox"/>	Location of existing and proposed water lines, hydrants, sewer lines and proposed service connections.
<input type="checkbox"/>	Location and dimensions of proposed off-street parking spaces and loading areas.
<input type="checkbox"/>	Location of existing landscaping features, wetlands and other significant land forms and features.
<input type="checkbox"/>	Location of proposed screening, fencing, buffer, or landscaping.
<input type="checkbox"/>	Location, size, and type of proposed signage.
<input type="checkbox"/>	Location, height, type, direction and intensity of proposed lighting.
<input type="checkbox"/>	Provisions for outdoor storage, including, if applicable, details for screening.
<input type="checkbox"/>	Provisions for waste disposal, including details for screening exterior garbage and recycling receptacles.

GRADING AND STORM WATER DRAINAGE PLAN (if applicable)

<input type="checkbox"/>	Existing contours at two (2) feet intervals.
<input type="checkbox"/>	Proposed grade elevations of two (2) foot maximum intervals.
<input type="checkbox"/>	Drainage plan, including the configuration of drainage areas and calculations.
<input type="checkbox"/>	Proposed storm sewers, catch basins, invert elevations, type of castings, and type of materials.
<input type="checkbox"/>	Spot elevations.
<input type="checkbox"/>	Proposed driveway grades.
<input type="checkbox"/>	Surface water ponding and treatment areas.
<input type="checkbox"/>	Erosion control measures.

OTHER REQUIRED SUPPLEMENTAL INFORMATION

<input type="checkbox"/>	Describe the project timeline, proposed construction and improvements, proposed property modifications, and any other pertinent details.	
<input type="checkbox"/>	If a business: type of business, type of clientele, hours of operation, number of employees, traffic impact, handling of deliveries (loading/unloading, etc.), and any other pertinent details.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the proposed use compatible with the neighborhood? If no, how will the proposed use affect adjacent properties and neighborhoods and how will those concerns be minimized or resolved.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the proposed use create noticeable noise, odor, glare, dust, heat, fumes, smoke, vibration, etc.? If yes, what measures will be taken to prevent, minimize, and/or control these concerns?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the proposed use impact traffic flow or potentially create traffic congestion and/or create a traffic hazard? If yes, explain how traffic concerns will be resolved.
<input type="checkbox"/>	Other information as requested.	

