

CONDITIONAL USE PERMIT Application INFORMATION
(City & Joint Jurisdictional Zoning Areas Zoned Non-Ag)

Return **COMPLETE** application to City Planning & Inspections Office (Phone: 353-8512), 239 Wisconsin Avenue SW by _____.

Hearing Examiner 12:00 Noon _____	City Commission 5:30 _____
Joint City/County Planning Cmsn 7:00 pm _____	Contact the Auditor at (605) 353-8400 for County Commission Meeting date & time

You (or a representative) are expected to be present at both hearings to explain the proposed project and to answer questions. All meetings are held in the City Commission meeting room.

What is a Conditional Use? Conditional uses are listed in the zoning ordinance right after the list of permitted uses in each zoning district. A use is not a *conditional use* unless the use is listed in the ordinance. Applicants for conditional uses should expect that conditions will be placed on their use in order that the use may better fit into the neighborhood.

Applying for a Conditional Use Permit? The information below will assist you through the application process. Please visit with the City Planner before turning in the application. The Planner will review the application, process and appropriate zoning ordinances with you.

Neighborhood: It is recommended that you visit with and inform your neighbors about your plans and identify and address their concerns in your application.

APPLICATION DEADLINE: The complete application must be filed and fee paid at least **30 days** prior to the first public hearing date. An incomplete application will not be considered.

Joint Jurisdictional Zoning Area: If your property is located outside the city within the Joint Jurisdictional Zoning Area, and zoned non-ag, you are required to apply to the City of Huron for a conditional use permit. A joint city/county planning commission meeting will be scheduled to hear your request. The Joint Planning Commission normally meets at 7:00 p.m. the third Wednesday of the month.

Fee: There is a \$350.00 filing fee, which covers the cost of processing your request. If at any time prior to the Zoning Board of Adjustment hearing you withdraw your request, you will be refunded \$175.00.

THE PROCESS

Review: The City Planning and Inspection Offices will review your request and any property in question. Written Planner and Inspector comments will be forwarded to the Hearing Examiner or Joint Planning Commission who may suggest certain conditions as part of their recommendation on the request.

Notice: The City will publish a notice of the public hearings in the Huron Daily Plainsman at least ten days before the first hearing. Also, seven to ten days before the hearing by the Hearing Examiner the Planning Office will post a sign advertising the public hearing on the applicant's property. The Planning Office will mail a project notice to all property owners and/or residents within 150 feet of your property (excluding public right-of-way) and can provide you with a list of addresses to be potentially notified.

HEARINGS

Hearing Examiner: Generally held on the third Wednesday of the month, the Hearing Examiner will hold a public hearing and take testimony for and against your request. Following the discussion of your request, the Hearing Examiner may recommend in favor, in favor with

conditions or against your request. City staff will forward the Hearing Examiner recommendation to the City Commission for their decision.

-- OR --

Joint City / County Planning Commission: Generally held on the second Wednesday of the month, the Joint Planning Commission will hold a public hearing and take testimony for and against your request. Following the discussion of your request, the Joint Planning Commission may recommend in favor, in favor with conditions or against your request. City staff will forward their recommendation to the City Commission. County staff will carry the recommendation to the Beadle County Commission.

Huron City Commissioners seated as the Zoning Board of Adjustment: Generally, on the Monday following the Hearing Examiner or the Planning Commission meeting, the City Commission acting as the Zoning Board of Adjustment will consider your request. The City Commission meets at 5:30 p.m. in the Municipal Building at 239 Wisconsin Avenue SW. Following their discussion of your request, they may approve, approve with conditions, or deny your request.

The Hearing Examiner or the Joint Planning Commissioners will consider these "Criteria for Review of Conditional Use Permits" in their deliberation of your request:

1. Compatibility with the zoning district.
2. Adverse affect on the character of the area by an increase in such elements as dust, odors, noise, gas and traffic volumes.
3. Opposition of surrounding property owners.
4. The public safety.
5. Effect on established property values.

APPLICANT: If you cannot comply with one or more of the "**Criteria for Review of Conditional Use Permits**" you should attach information to the Conditional Use Permit application explaining the situation, why you cannot meet the requirement(s) and what you offer as explanation of why your application for a conditional use should be approved.

CONDITIONAL USE PERMIT APPLICATION

*Application MUST be filed at least 30 days prior to the first public hearing date.

Filing fee - \$350.00

[please print]

Applicant: _____

Home/Mailing Address: _____

Home/Office Phone: _____ Cellular Phone: _____

E-Mail Address: _____

Project Address: _____

Legal Description: _____

Zone: _____ Zoning Code Affected: 23.____.____

REQUEST PERMISSION TO: _____

Based on the municipal zoning codes of Huron (Title 23) - Please respond to the following questions:

1. If this is a business, explain what type of business and identify the proposed number of employees by shift. _____

2. Is your request compatible with the zoning district? Explain. _____

3. Will the proposed use fit in the neighborhood? Explain. _____

4. Are there possible negative effects on the neighborhood around the proposed project that may be caused by an increase in such elements as dust, odor, noise, and traffic volume? Explain. _____

5. As you presented the proposed project to the surrounding property owners, did they express concern? If so, who is concerned and why? _____

6. Will the proposed project impact public safety in the area around the project?.....Yes No Explain. _____

7. Will the proposed project have any effect on property values in the neighborhood around the project? _____

8. Include a site plan, drawn to scale, showing dimensions of the lot, buildings, adjacent streets and alleys, as needed to illustrate the proposed project setting. Included:Yes No

9. Show on the site plan: Location of all existing and proposed buildings(Y N),
existing and proposed building heights(Y N),
square footage of existing and proposed buildings(Y N),
existing and proposed curb cuts and driveways(Y N),
existing and proposed off-street parking spaces(Y N),
existing and proposed front, side and rear yard setbacks.....(Y N),
and existing or proposed off-street loading areas(Y N).

10. Illustrate the storm water drainage plan for the site on the site plan or on a different drawing of the site.....(Y N).

11. Show on a map or drawing the uses of all property within 100 feet of the proposed project location including buildings, fences, and any other pertinent information.....(Y N)

12. Include a drawing that shows the proposed floor plan with use(s) indicated.....(Y N).

13. If this is a new use, what is the sanitary sewer and water plan with estimated use per day?

14. Other information that can explain the project: _____

Incomplete applications will not be considered.

It is understood by the applicant that after this permit has been reviewed by the Hearing Examiner and the Zoning Board of Adjustment, the permit may be issued with specific conditions for location and operation to protect the health, safety and general welfare of the immediate neighborhood as directed in Section 23.04.034 of the Huron municipal code.

*I hereby authorize entry to city staff/hearing examiner onto the property before the meeting for the purpose of reviewing the request.

Signature of Applicant: _____ Date: _____

***Filing fee does not cover the cost of the building permit, which may be required.**

Signature of Owner: _____ Date: _____

=====ACTION ON REQUEST=====

Hearing Examiner Recommendation:

Approved: _____ Denied: _____ Withdrawn: _____

Planning Commission Recommendation:

Approved: _____ Denied: _____ Withdrawn: _____

Zoning Board of Adjustment. Conditions: _____

Approved: _____ Denied: _____ Withdrawn: _____

Finance Officer Signature: _____