

## CONDITIONAL USE

1. In order to make application to the County Board of Zoning Adjustment for a conditional use permit the following is required:
  - A. Plat of Property (as recorded in the County Court Clerk's Office) (Recently approved ones are already on file in the Codes Administrator's Office)
  - B. Completed application, signed by record owner of the property
  - C. Complete Conditional Use worksheet
  - D. Site plan:
    - Drawn to scale
    - Dimensions drawn to scale
    - Dimensions of all existing and proposed structures (buildings and accessories) and distance to the lot line
    - Parking area (# required by ordinance) and loading space (if required)
    - Setbacks
    - Access (ingress and egress) to be determined by County Engineer in compliance with Access Standards Manual
    - Erosion control measures
    - Address of property
  - E. Fee of \$40.00 Conditional use permit  
\$50.00 Land use restriction
  - F. List of adjacent property owners (both adjoining and across right of way), information may be obtained at the Property Valuation Office in the Courthouse
  - G. If manufactured home: owner occupied \_\_\_\_\_ rental \_\_\_\_\_
  - H. Building permit fee: single wide \$200.00; Sectional Home \$250.00; Footing and tie down inspection required
  - I. Site evaluation for on site sewage disposal system.
  - J. Pictures of manufactured home.
2. The Codes Administrator is required to:
  - A. Submit completed application to Planning Office along with fees, site plan, certified list of adjoining property owner's names and addresses, copies of all state permits required, and any other supporting documentation by deadline set in Planning Commission Office
  - B. Locate property on County map for site presentation at the time of submittal
  - C. Approves all paperwork going out to Board
  - D. Makes presentation to the Board
3. The Planning Office is responsible to:
  - A. Run public notices
  - B. Notify adjoining property owners
  - C. Prepare agenda for the Board
  - D. Submit copy of all material in file to Attorney
  - E. Attend meeting and take minutes