

Office Use Only		\$	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: CONDITIONAL USE PERMIT

Application is hereby made for approval of a (official use as listed in the Johnson County UDO, and *briefly* describe the proposed use [e.g. Home Industry for Antique shop, Special Events for Corn Maze, etc.]):

Address of Location: _____

Subdivision name and lot number (if applicable): _____

Current Zoning: _____ **Parcel Number:** _____

PLEASE PRINT OR TYPE

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the PDS department's electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission, or the day after the posted submission deadline.

Initial each item below to confirm that you are aware of the submittal requirements for an application to be considered complete.

_____ A letter of intent explaining the proposed use including but not limited to the number of employees, parking facilities, days and hours of operation, estimate of maximum number of public expected on site at any one time, provisions for water and wastewater, type of equipment to be used, signage, etc.

_____ A location map for the proposed site showing County roads serving the site as well as surrounding properties.

_____ Three (3) copies of the required site plan identifying the access, any structure(s) for the proposed use, parking areas, signage location, and any Supplemental Conditions as required by Chapter 8:1.23.

_____ The names and addresses of owners of all property within five hundred (500) feet of the parent property or parcel.

_____ Application Fee (\$250) is due at the time of submittal.

For uses which are required by Chapter 8:1.23 to comply with Environmental Standards (found in Chapter 8:3), the application must include the following (if not required, write N/A):

_____ **Either** one (1) copy of the Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance **OR** an approved Sensitive Areas waiver.

_____ **Either** one (1) copy of the Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations **OR** an approved Stormwater Management waiver.

_____ Official comment or waiver from any City located within two (2) miles of the proposed use.

- For applications located within two (2) miles of any city, the applicant must obtain official comment or waiver from the City Council (or the Council's duly authorized representative) before the Johnson County Board of Adjustment will hear the request.

_____ Proof of application to the Johnson County Health Department for a Public Health Zoning Application.

(Optional) Electronic Submission Requirements – If an electronic submission of a building site plan or other line work related to a Conditional Use Permit is being submitted, it should conform with the following:

_____ Electronic or digitized copy (CAD line work or GIS geodatabase) of proposed plat in .dwg format (.dxf is also acceptable if .dwg is not an option. No .zip files will be accepted).

- Submission must be saved in AutoCAD 2007 or older format.
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should include existing structures (if any), property lines, road right-of-way lines, required setback lines, and requested setback lines.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.