

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 an 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 (due at submittal - varies based on nature of application). Fee submitted: \_\_\_\_\_

*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.

\_\_\_\_\_ For requests to establish a Utility Scale Solar use (use area of 20 acres or smaller):

- Completed "Application Checklist for Utility-Scale Solar Systems (Supplemental Conditions)", accompanied by all information outlined on said checklist.
- Electronic Submission (as outlined below) is required for all required supplemental materials.

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

\_\_\_\_\_ Electronic or digitized copy of the CAD line work or GIS geodatabase in .dwg format (.dxf is also acceptable if .dwg is not an option. No .zip files will be accepted). Any other materials should be in .pdf format.

- Submission must be saved in AutoCAD 2017 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.