

**CITY OF HOOVER  
CONDITIONAL USE APPLICATION**

Case No. \_\_\_\_\_  
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The applicant shall submit a complete application, including any supplemental information and a non refundable application fee of **\$100** to the Secretary of the Planning Commission, at least 28 days prior to the meeting at which the Commission is to hear the zoning amendment.

If the applicant is not the owner of the subject property, the owner shall stipulate in a letter to the Commission, that the applicant is so authorized.

**OWNER/APPLICANT INFORMATION**

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Conditional Use Request: \_\_\_\_\_

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**EACH CONDITIONAL USE APPLICATION SHALL BE ACCOMPANIED BY:**

- 1. A non-refundable application fee of \$100**
- 2. A vicinity map showing the exact location of the site in relation to the surrounding area and zoning of the site and adjacent property.**
- 3. A legal description of the property to be zoned**
- 4. Fifteen copies of a site plan development plan, folded to a dimension of eight and one-half by eleven inches, drawn to scale, showing:
  - a. Existing and proposed topography**
  - b. Property lines and scale**
  - c. Storm drainage facilities and other utility easements**
  - d. Existing and proposed structures and their uses**
  - e. Exterior lighting, outside storage areas, general landscaping, fences and signs**
  - f. Parking and loading areas and points of ingress and egress****
- 5. Tree Conservation Plan**
- 6. Any supplemental information which will assist the City in reviewing the conditional use request.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

<b>APPLICATION WITHDRAWN</b>	
_____ Date	_____ Signature of Owner/Applicant



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**OFFICIAL USE ONLY  
CITY COUNCIL DISPOSITION**

**Publication Dates:**

**Date of Hearing:**

**Decision of City Council**

**Approved: \_\_\_\_\_ Denied: \_\_\_\_\_**

**List of Conditions of Approval or Reasons for Denial:**

**§2.04 Conditional Uses**

Requests for conditional uses as stipulated within the zone district regulations including the PUD, are permitted only after review by the Planning Commission and approval of the City Council.

§2.04.01 *Review Procedure.* The following review procedure shall be adhered to:

1. The applicant shall submit a complete conditional use application to the City Clerk, at least 28 days prior to the Planning Commission meeting at which the conditional use is to be considered, containing as a minimum, the following information.
  - A. A \$100.00 fee to defray the cost of processing the application.
  - B. 15 copies of a site development plan, each of which shall be folded to a dimension of 8-1/2 by 11 inches, which shall show the following:

- 1) Existing and proposed topography;
- 2) Property lines;
- 3) Scale;
- 4) Storm drainage facilities and other utility easements;
- 5) Existing and proposed structures and their uses;
- 6) Exterior lighting;
- 7) General landscaping and fences;
- 8) Outside storage areas;
- 9) Parking and loading areas;
- 10) Points of ingress and egress;
- 11) Signs; and
- 12) The location of all existing and proposed sidewalks and pedestrian ways on the subject property and adjacent property.

C. Tree conservation plan

2. A minimum of 14 days prior to the Planning Commission meeting at which the conditional use request is to be considered, the City Clerk shall mail notification to all adjacent property owners. The notice shall state:
  - A. The location of the conditional use request;
  - B. The nature of the request, indicating the current zoning of the site and the proposed conditional use; and
  - C. The time, date and location of the Planning Commission meeting at which the request will be considered.
3. The Planning Commission shall schedule a hearing on the application at the first regularly scheduled meeting after compliance with notice provisions as set forth herein. An application shall not be continued more than three times at the request of the applicant.
4. Upon receipt of a favorable recommendation from the Planning Commission, the City Clerk shall schedule and advertise the proposed conditional use request for a public hearing before the City Council. A proposed conditional use request shall not be continued more than three times at the request of the applicant.
5. Upon receipt of a negative recommendation from the Planning Commission, the City Council review process will be initiated at the request of the applicant.
6. When the City Council denies a conditional use request, the Planning Commission shall not reconsider the same request for a period of six months. Each time the City considers a conditional use request, the \$50.00 administrative fee must be paid.

§2.04.02 *Requirements for certain uses.*

1. *Day care home, group care home, or night care facility home:* Uses set forth in this subsection may be approved by the planning and zoning commission as a conditional use, provided that all regulations and requirements set forth herein are satisfied and the required proof of such satisfaction is provided to the commission. The planning commission may also attach such reasonable conditions and safeguards in addition to those set forth in this subsection as it may deem necessary to implement the purposes of this appendix.
  - a. *Dwelling and premises requirements.* Any dwelling and the premises on which it is located that is to be utilized for any of the above uses set forth in this subsection (1) shall:
    - i. Comply with the applicable International Building and International Fire Codes currently adopted by the city;
    - ii. Be adequate in size, suitably fenced, and adequately landscaped to provide a suitable environment for children and to prevent adverse effects upon adjacent uses; and
    - iii. Provide safe, convenient driveways for the loading and unloading of children or infirm adults to take place on the driveway of the premises on which the dwelling is located and not on the street.
  - b. *Signage restrictions.* There shall be no signage erected or displayed on the premises that in any way identifies or advertises such a use.
  - c. *Renewal.* Failure to renew a business license will rescind a prior use approval issued by the planning and zoning commission.
  - d. *Transfer of use permitted.* There will be no transfer of such permitted conditional use to another address. If the holder moves to another neighborhood, the holder be required to re-apply for the conditional use with the planning and zoning commission.