

APPLICATION FOR CONDITIONAL USE PERMIT

City of Urbandale, Iowa

Applicant Information, Notification List, Fee, Consent

- Provide contact information for applicant, property owner, contract purchaser, tenant, and authorized agent in following table (complete as appropriate to the application, attaching additional sheets if necessary).
- Provide names and mailing addresses of all surrounding property owners (for communication towers, provide names and addresses within 300 feet of the property but not more than 1, 300 feet from the tower site). An Abstractor must certify accuracy of the ownership list within thirty (30) days of the application date.
- Submittal fee payable to the City of Urbandale. The fee is not refundable.
- If the Applicant is not the Title Holder of record, the Title Holder must authorize the appeal by submitting a written consent with the application.

	Applicant	Record Owner	Authorized Agent (Attorney, engineer, architect, etc.)
Name			
Mailing address			
Telephone No. Fax No.			
Email address			

TO THE CHAIRPERSON OF THE URBANDALE BOARD OF ADJUSTMENT:

The undersigned hereby applies to the Urbandale Board of Adjustment for a Conditional Use Permit on property legally described as follows:

The Conditional Use Permit is requested to allow the above property to be used in the manner described in this application and shown on the Conceptual Site Plan, by reference incorporated in and made a part of this application together with any and all other information and materials referenced in or attached to this application, and in full conformance with all City ordinances and any conditions that may be required by the Board of Adjustment in approving this application.

The undersigned hereby certifies that all information provided is complete and accurate to the best of undersigned's knowledge, and that all information required by this application or by the Board's staff on its behalf has been provided.

(Signature on line, type or print name below)

By:

Submittal Date: _____

Note: The Applicant or an authorized agent must personally present the appeal before the Board of Adjustment. Meetings of the Urbandale Board of Adjustment are held in the City Council Chambers.

Please contact the Department of Community Development, 3600 86th Street, to obtain a list of meeting dates and submittal deadlines.

**Application For Conditional Use Permit
Accompanying Information: Detailed Explanation of
Proposed Use and Development**

Provide a detailed explanation of the proposed use and development on this page and/or attachments. Please note that this information together with the Conceptual Site Plan and any conditions of approval by the Board of Adjustment will govern the development and operation of the Conditional Use if approved, and cannot be altered except by approval of an amendment to the Conditional Use. Development must also conform to the Site Plan Ordinance and other City regulations and ordinances, so it may be appropriate to take development design beyond the minimum requirements of the Conceptual Site Plan to ensure all requirements can be met.

Please note that applications for some Conditional Use Permits, such as communication towers, require additional information not fully covered by this standard application form. Refer to the Zoning Ordinance for such additional submittal requirements.

**Application For Conditional Use Permit
Accompanying Information: Checklist for Conceptual Site Plan**

This column for Applicant		These columns for City use	
		Approved	Insufficient
1.	Two (2) copies of Site Plan folded to maximum size of 8" x 14", plus one electronic copy in PDF format.		
2.	Scale, not more than one inch (1") equals fifty (50) feet.		
3.	Date, revision dates, and north arrow.		
4.	Legal description of the property. If not platted, a certified Plat of Survey shall be submitted.		
5.	Zoning classification of the site.		
6.	Boundaries of the site indicated by a heavy line.		
7.	Vicinity Sketch of a legible scale showing the streets, general land use, and zoning within 1,000 feet of the property boundary.		
8.	Property lines, legal descriptions, and ownership of adjoining properties.		
9.	Location, names and widths of all existing and proposed streets adjoining the site.		
10.	Number of employees for each use by type of employment (i.e., office, warehouse, production). Number of existing and proposed parking spaces.		
11.	Locations of all buildings, accesses, public sewers and water mains, and significant vegetation within 200 feet of the property boundary.		
12.	Existing buildings; railroad tracks; utilities, both overhead and underground; other rights-of-way and easements; trees over 4" in diameter; paving; and other site improvements.		
13.	Building setback lines, area of the site.		
14.	Dimensioned locations of all proposed construction, including interior drives and parking, and street accesses.		

This column for Applicant		These columns for City use	
		Approved	Insufficient
15.	Location and exterior dimensions of each proposed building and structure. Provide the floor area for each building and floor for nonresidential uses, and of each use/occupancy if there are multiple uses or occupancies. Provide the number of dwelling units for residential uses.		
16.	Existing and proposed water mains, sanitary sewers, and storm sewers serving the property, and proposed water, sanitary sewer, and storm sewer services (denote whether public or private).		
17.	Existing and proposed contour lines at intervals of two feet (2'). Show City benchmark and use Urbandale datum.		
18.	Screening to be provided, including location and height of fences and berms, and location and names of trees and shrubs (both common and botanical names) and height and spread at maturity.		
19.	Two (2) copies of architectural elevations and simple floor plans, plus one electronic copy in PDF format. (Does not require complete building plans and specifications).		