

CONDITIONAL USE PERMIT INFORMATION
(City & 3-mile non-ag areas)
City of Huron
Planning Office

353-8512

239 Wisconsin SW

Your attendance at the following meetings is requested: _____, 12:00 noon
and _____, 5:30 p.m.

Applying for a Conditional Use Permit? This information will assist you through the application process.

Please visit with the City Planner before proceeding to complete the application. The Planner will review the appropriate zoning ordinances and application process. The Office will provide the appropriate application for you to complete and return.

The Neighborhood: It is highly recommended that you visit with and inform your neighborhood about your plans. It is recommended that you address their concerns in your application.

The Form: After visiting with your neighbors please complete the application and return it to the Planning Office by the last Monday of the month. An incomplete form will not be accepted.

Additional information: The City Planner may request the following information.

1. Site plan drawn to scale showing dimensions
2. Location of all buildings, heights, and square footage
3. Curb cuts, driveways, parking spaces
4. Off-street loading areas
5. Drainage plan
6. Type of business, proposed number of employees by shift
7. Proposed floor plan with use indicated
8. Sanitary sewer and water plan with estimated use per day
9. Statement why such use cannot be in zone not requiring conditional use permit
10. The uses of all property within 100 feet of the applicants property including a map showing fences, buildings, side-yards and any other related material

Three-Mile Area: If your property is located within a three mile non-ag zone, you are required to apply to the City of Huron for a conditional use permit. A joint city/county planning commission meeting will be scheduled to hear your request.

Fee: There is a \$150.00 filing fee. This fee covers the cost of processing your request. If at any time prior to the Board of Adjustment hearing you withdraw your request, you will be refunded \$75.00.

Review: The Planning and Inspection Offices will review your request and any property in question. Written remarks and recommendations will be forwarded to the Hearing Examiner. Such remarks and recommendations are available to the applicant upon request. It may suggest that the applicant be required to abide by certain conditions as part of the approval of their request.

Notice: Approximately 10 days before the hearing by the Hearing Examiner the Planning Office will post a sign on the applicant's property. The Planning Office will mail a public notice to all property owners and/or residents within 150 feet of your property (excluding public right-of-way). The Planning Office can provide you with a list of addresses who could potentially be notified.

Hearing Examiner: Generally on the third Wednesday of the month at 12:00 noon, the Hearing Examiner will hold their public hearing. You or a representative is expected to be present. The Hearing Examiner will take testimony for and against your request. Following the discussion of your request, the Hearing Examiner may vote in favor or against your request. The Hearing Examiner's recommendation will be forwarded to the Board of Adjustment.

Board of Adjustment: Generally on the following Monday of the month at 5:30 p.m., the City Commission, will consider your request. Following the discussion of your request, they may vote in favor or against your request.

Criteria for Review of Conditional Use Permits

1. Compatibility with the zoning district.
2. Adverse affect on the character of the area by an increase in such elements as dust, odors, noise, gas and traffic volumes.
3. Opposition of surrounding property owners.
4. The public safety.
5. Effect on established property values.

If you cannot comply with one or more of these requirements, attach a sheet explaining the situation and why you cannot meet the requirement(s).

If you have questions, please call 353-8512.

City of Huron
CONDITIONAL USE PERMIT APPLICATION
(Filing fee - \$150.00)

[please print]

Applicant: _____
Address: _____
Phone: _____

Project Address: _____
Legal Description: _____
Zone: _____ Zoning Code Affected: 23.____.____

REQUEST PERMISSION TO: _____

Based on the municipal zoning codes of Huron (Title 23) - Please respond to the following questions:

1. Compatibility with zoning district (neighbor)? _____

2. Possible negative effect on your neighborhood by an increase in such elements as dust, odors, noise, gas, and traffic volume:

3. Opposition of surrounding property owners? _____

4. The public safety?: _____

5. Effect on established property values?: _____

It is understood by the applicant that after this permit has been reviewed by the Hearing Examiner and the Board of Adjustment, the permit may be issued with specific conditions for location and operation to protect the health, safety and general welfare of the immediate neighborhood as directed in Section 23.04.034 of the Huron municipal code.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

CITY AND/OR PLANNING COMMISSION ACTION

Hearing Examiner Comments: _____

Approved: _____ Denied: _____ Withdrawn: _____

Hearing Examiner's Signature: _____

Planning Commission Comments: _____

Approved: _____ Denied: _____ Withdrawn: _____

Planning Commission Chair's Signature: _____

Board of Adjustment Comments: _____

Approved: _____ Denied: _____ Withdrawn: _____

Finance Officer's Signature: _____