



CONDITIONAL USE PERMIT APPLICATION PROCEDURES

The purpose of the conditional use permit is to allow some land uses to be developed in appropriate zoning districts only in specific locations. This procedure assures that the uses in question are compatible with the adjoining uses and can be integrated into the community.

Conditional use permits may be granted by the Planning and Zoning Commission if they have been specifically empowered by the zoning ordinance to do so. In addition, they can only be granted if the establishment, maintenance or operation of the proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; be injurious to property values in the city; or be injurious to the general welfare of the city.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize yourself with the requirements, city policies, and community plans as they pertain to your proposal.

AN APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE INFORMATION REQUESTED HEREIN IS PROVIDED AT THE TIME OF SUBMITTAL.

ALSO PLEASE KEEP IN MIND THAT IF THE SITE PLAN SUBMITTED WITH YOUR APPLICATION DOES NOT ADEQUATELY AND CLEARLY ADDRESS THE ITEMS SET FORTH BELOW, THE COMMISSION MAY POSTPONE YOUR REQUEST UNTIL THE DEFICIENCIES ARE CORRECTED TO THEIR SATISFACTION.

MATERIALS REQUIRED FOR A CONDITIONAL USE PERMIT

- APPLICATION** - print or type the information requested.
- WRITTEN STATEMENT** - a letter or report, depending on the complexity of your proposal. The burden of proof is on you to show how your proposal meets the requirements and why it should be granted. Be as thorough as possible.
- SITE PLAN** – three 24" X 36" folded copies. Additional copies will be requested once the Plan has been approved by staff. Submit a plan view of your property drawn to scale which must include the following:

- The boundaries and dimensions of the subject property.
 - The name and right-of-way width of all adjacent streets and alleys.
 - The dimensions and height of the buildings involved. As well as the type of units, number of bedrooms, density and lot coverage calculations.
 - The yards and spaces between existing and proposed buildings.
 - The required landscaping with locations shown and the percentage of landscaping calculated. The plan should also indicate the types of landscaping and the materials used to surface areas without buildings or parking.
 - The required parking with location and number calculated. A typical drawing of a parking space must also be shown.
 - The location and dimensions of all vehicular, pedestrian and service accesses.
 - The location and size of the lighting to be used, as well as the height of poles. The applicant must also note the direction the lights are to shine.
 - The location, size, dimensions and materials for all signs.
 - A description of any storage or activities to take place outside the buildings. The square footage and location of such storage or activities.
 - The trash receptacle locations and a typical detail of the enclosure.
 - The screening locations with dimensions and a typical detail of the design.
 - The current location of all utilities to service the project, including electric, gas, telephone, sewer and water.
 - The location and a description of the amenities proposed. If swimming pools and play areas are involved, indicate the dimensions, type of fencing, and landscaping.
 - The use of any environmentally conscious materials or equipment should be noted.
- BUILDING ELEVATIONS – EIGHT COPIES - The submittal of building elevations is desirable, however the applicant may submit a narrative which describes the general design characteristics of the project to include information on colors, construction materials, roof line, etc.
- FINANCING - the developer should be prepared to address questions regarding financing and phasing of the project.

- TRAFFIC IMPACT ANALYSIS – TWO COPIES - developers of all projects which are the subject of a conditional use permit request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit a traffic impact analysis of the project site and its vicinity to the Development Services director for approval prior to such conditional use permit request being placed before the planning and zoning commission and/or city council for consideration. The traffic impact analysis shall be prepared by a professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual.
- LEGAL DESCRIPTION – TWO COPIES - include a metes and bounds description or reference to a recorded subdivision.
- ASSESSOR'S PARCEL NUMBER - include the assessor parcel number for the subject lots.
- FILING FEE – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid when the application is submitted.

NOTIFICATION

Property owners within 300 feet of the property in question will be notified by the Development Service Department by first class mail, from the list submitted by the applicant, at least 15 days prior to the hearing. Secondly, notice is published in a newspaper of general circulation and the property is posted at least 15 days prior to the hearing.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.

TIME LIMITS

A conditional use permit becomes effective 15 days after the public hearing (unless appealed) and must be commenced within the time established in the conditions of approval, and diligently pursued; otherwise it becomes null and void.

The Planning and Zoning Commission will establish a time limitation for all conditional use permits. Prior to expiration of the time limit, staff will notify the applicant and at this point the applicant will need to apply for a new conditional use permit.

APPEALS

Anyone wishing to appeal the decision of the Planning and Zoning Commission may do so within 15 days of the hearing. Appeals shall be filed with the City Clerk in writing. The appeal is then scheduled for public hearing by the City Council. Conditional use permits not appealed within 15 days are final.