

APPLICATION FOR CONDITIONAL USE PERMIT

Name of Applicant _____

Address of Applicant _____

Phone _____ Email _____

Name of Property Owner if different than Applicant _____

Property Owner Address _____

Address of Property for CUP _____

Zoning District _____ Existing Use _____

Proposed Use _____

At the time of application, the following exhibits must be provided to the Town Council:

- ___ 1. Completed application along with **nonrefundable \$100 fee**.
- ___ 2. Name, address, telephone number of the record title holder of the property, legal description
Of the property, provided by a copy of the warranty deed.
- ___ 3. Names, addresses, telephone numbers of all intended grantees, if property is subject to contract
sale of title is to be otherwise conveyed.
- ___ 4. Layman's description of the property with zoning classification.
- ___ 5. A scaled, surveyed site plan of the property showing lot lines, zoning district, surrounding zoning,
buildings and off-street parking spaces including property boundaries, legal description of the property's
metes and bounds, north arrow.
- ___ 6. A scaled plan showing existing land uses within 200 feet of the property. (Photographs are helpful,
but not required.)
- ___ 7. A list of names and current addresses of all owners within 200 feet of the property.

Exhibits to be provided to the council

- ___ 1. A copy of notification letter sent to surrounding property owners.
- ___ 2. Return receipt cards as proof of notification of surrounding property owners.

Signature of Owner if other than applicant Applicant signature Date