



## Conditional Use Permit Application Supplemental Form

**Name:**

**DRC #:**

**Date:**

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### Part I: Submittal Requirements

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In order for your application to be considered complete, you must submit the following items:

- Application Fee (\$675; PC Application) (\$455; Agency Review) (\$1 per Noticing label required)
- A signed and notarized affidavit from the property owner, on a City-approved form.
- One copy of the proposed site plan, submitted electronically in PDF format, and scaled at 1":30'. Each plan submitted must represent the entire property and all proposed uses. Your site plan must be professionally prepared and must include the following:
  - Name and correct address of the development.
  - Location and name of streets.
  - Property boundaries and dimensions.
  - Precise location and footprints of any proposed structures.
  - Precise location of all proposed parking. If proposed parking is to be covered, please indicate on the plan.
  - Precise location of existing and proposed driveways.
  - Precise location of existing and proposed fencing.
  - Precise location of all required setbacks.
  - Precise location of proposed waste container and enclosure.
  - Plans for utility provisions, including additional water and sewer service, and disposal of any hazardous materials.
  - Precise location of any proposed signs.
  - Precise location of existing and proposed easements on your property, and all easements within 50 feet on abutting properties.
  - Precise location of any streams or waterways, if applicable.
  - Table showing land use allocation on the site (% building coverage, % landscaping, % parking).
- Proposed architectural elevations of every side of the buildings you propose. Include details on exterior materials, colors, and textures. Architectural elevations shall be professionally prepared and to scale.
- Interior layouts of all proposed buildings, including square footages. Label room and door locations.

- A landscape plan that complies with the landscaping requirements established in Chapter 19.77 of the Millcreek Code.
- A letter addressed to the Planning Commission describing the development. Include in your letter a discussion on phasing and development schedules.
- The attached questionnaire.

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**Part II: Applicant Questionnaire**

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**1. A. State the conditional use desired:**

**B. State how the land is being used at the present time and what changes are proposed by this application:**

**2. Will granting this application degrade the public health, safety, or welfare?** Yes  No

If no, explain how:

**3. Does this proposed conditional use conform to the current zoning?** Yes  No

If yes, explain how:

4. **Is the proposed use compatible with the public interest and with the characteristics of the surrounding area?** Yes  No

If yes, explain how:

5. **Will granting approval of the proposed use adversely affect local property values?**

Yes  No

Explain why:

6. **Are all the standards stated in Chapter 19.76 (Supplementary Regulations) and Title 19 (Zoning) of the Millcreek City Code met?** Yes  No

If yes, describe how your proposed use meets applicable standards:

7. **Will granting this appeal result in a situation which is cost ineffective, administratively infeasible, or unduly difficult for the provision of any of the following essential services: roads and access for emergency vehicles and residents; fire protection; police protection; schools and school busing; water, sewer, and storm water facilities; and garbage removal?** Yes  No

Explain why:

**8. Refer to Chapter 19.84.060 of the Millcreek Code.** What mitigation measures or conditions of approval do you propose to lessen the impacts and work out an adjustment between this conditional use and the surrounding area (such as parking; traffic acceleration lanes; on-site storm water retention facilities; special security or fire protection facilities; water, sewer, and garbage facilities; landscape screen to protect neighboring properties; requirement for the management and maintenance of the facilities; limited hours of operation; limited use of equipment emanating offensive noise, light, dust, or traffic; or other measures)?

**9. State any other details about this proposed use which you want the Planning Commission to be aware of:**