



# Town of Wyoming

## Conditional Use Application

Application Fee \$652.50 +

Cost of Mailing

Date Rcvd: \_\_\_\_\_

Pymt. Method: \_\_\_\_\_

### Property Information:

Address: \_\_\_\_\_

Map # (PIDN): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Has this parcel ever been part of a previous application? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, briefly explain: \_\_\_\_\_

### Owner Information:

Owner Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

### Conditional Use Information:

Reason for CU Request / Proposed Use: \_\_\_\_\_

Please answer the following questions as they relate to your CU request:

- |   |           |          |
|---|-----------|----------|
| 1. Will CU diminish values of surrounding properties?                     | _____ Yes | _____ No |
| 2. Will there be a nuisance to surrounding properties?                    | _____ Yes | _____ No |
| 3. Will there be additional facilities (utilities, roads, etc.) required? | _____ Yes | _____ No |
| 4. Will there be additional parking required?                             | _____ Yes | _____ No |

If answer is "yes" to any of the above questions, explain: \_\_\_\_\_

### Signature:

*The information provided for this document is truthful and accurate to the best of my knowledge.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Legal Property Owner MUST sign application \*\*\*

\*\*\*\*\* Office Use Only \*\*\*\*\*

Application Received: \_\_\_\_\_ Presented to P&Z: \_\_\_\_\_ Accepted/Denied by P&Z: \_\_\_\_\_

Public Hearing: \_\_\_\_\_ Recommended by P&Z: \_\_\_\_\_ Approved/Disapproved by Council: \_\_\_\_\_

## **General Information:**

**What is a Conditional Use?** Conditional Uses are generally desirable for the general convenience and welfare, but, because of their nature, requires additional review to assess their impact on neighboring properties and the entire Town of Wyoming.

**When is a Conditional Use Necessary?** A conditional Use is necessary when a landowner wishes to use his/her property in a way that may affect the public through increased use, appearance, hours of operation, lighting, environmental hazards, etc. Some examples of conditional uses are: bed and breakfast, home-based business, places of worship, day care facility, funeral homes. For a complete list of Permitted Uses and Structures reference Wyoming Land Use and Development Code Article 4-1.

## **Steps:**

- Completed application and fee of \$652.50 received at Town Hall, 120 W. Camden Wyoming Ave
  - Fee will be held until application is accepted by Planning & Zoning (P&Z)
  - Applicant is responsible for payment for mailing of letters to notify all surrounding property owners within a 250 foot radius of address/parcel (1<sup>st</sup> class and certified)
- Application presented at the next scheduled Planning & Zoning meeting
  - P & Z meetings are scheduled on the 4<sup>th</sup> Wednesday of every month at 6:30 p.m.
- Planning & Zoning may request additional information before acceptance/ denial is determined
- If application is denied by Planning & Zoning, payment will be returned unprocessed
- If application is accepted by Planning & Zoning, payment will be processed
- Once application is accepted the following steps will take place:
  - Town Hall staff is responsible for mailing letters of notification to all property owners within a 250 foot radius of address/parcel (1<sup>st</sup> class and certified) informing them of the Public Hearing.
  - Public Hearing will be scheduled at 6:30 p.m. just prior to the next scheduled Planning & Zoning meeting
- After Public Hearing, application will be presented to Planning & Zoning for recommendation to Town Council.
- Town Council will approve /disapprove application at the next scheduled meeting
  - Council meetings are scheduled on the 1<sup>st</sup> Monday of every month at 6:30 p.m.
- It is recommended that a representative attends all meetings and Public Hearings to answer any questions
- Meetings dates are tentative and are subject to change.