



Application for Conditional Use Checklist

- _____ 1. In coordination with the Community Development Director, review procedures and requirements for desired Conditional Use. (Review entire checklist and application).
- _____ 2. Select proposed date to meet Planning and Zoning Commission (*see Community Development Director for calendar*)
- _____ 3. If the applicant is not the same as the owner, **the owner must sign application** and submit letter appointing applicant as the designated agent.
- _____ 4. Within five (5) days of filing such application with the Community Development Office, applicant must place a sign on the lot or street in a conspicuous location. Sign shall be of a type which will withstand the elements, not less than two and one-half (2 1/2) feet by three (3) feet in size, with the following wording clearly lettered not less than two (2) inches in height:

This property is being considered for a conditional use permit by the Planning Commission for (type or use) use. Written objections must be filed with the Community Development Director, City Hall, 205 Summit St., Richmond, Mo. (816) 776-5304 by (date of hearing)
 - **Sign must remain on the property until final disposition of application.**
- _____ 5. All attachments and application completed and turned in at least twenty (20) days prior to scheduled Planning and Zoning meeting.
- _____ 6. The Community Development Director review application with applicant and inform applicant of any additional information that is needed prior to scheduling hearing.
- _____ 7. A plan review meeting will be schedule by the Community Development Office upon completion of application. This can be done as a pre-application conference as well. This meeting will take place with the Community Development Director, Fire Chief and Public Works Superintendents, along with any other required utilities, etc. (See Community Development Director for schedule)

- _____ 8. After application and all materials are complete, Community Development Office will send out notification of the hearing at least 15 days in advance of hearing.
- Notice will be mailed to surrounding property owners within 185 feet of request.
 - Published in the Richmond News.
 - Notice posted at City Hall, main Bulletin Board.
- _____ 9. Staff report will be prepared by Community Development Director including all information provided by applicant and sent to Planning and Zoning Commission.
- _____ 10. Community Development Office will mail agenda to applicant with meeting date and time.
- _____ 11. The Planning and Zoning Commission will hold a Public Hearing, it will be open to any comments whether for/or against and may be tabled to the next meeting for additional information. The owner or applicant **must attend** the Public Hearing and be available to answer any questions. (Failure to attend will result in the application not being considered.)
- _____ 12. Upon conclusion of the public hearing, the Commission will make recommendations to the City Council either for/or against the proposal. Recommendations may include special conditions, (*time limit, parking, size, setback, maximum use, etc.*)
- _____ 13. The request will be presented in the form of an Ordinance with the recommendation from the Planning and Zoning Commission and will be presented at the next regular scheduled City Council meeting. The City Council meets on the 2nd and 4th Tuesday of the month.
- _____ 14. It is recommended the owner or applicant attends the City Council meeting.
- _____ 15. If the request/ordinance is approved by the City Council, the ordinance will be recorded in the Ray County Recorder of Deeds Office by the Community Development Office. It is the responsibility of the applicant to **pay all recording fees prior to recording** at the City Collectors Office. Community Development Director will notify applicant amount to be paid.

**CITY OF RICHMOND, MISSOURI
APPLICATION FOR CONDITIONAL USE**

Part I: Applicant/Agent Information

Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Property Owner (*if different than applicant*): _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Part II: Subject Property Information

Address: _____

Acreage/square footage: _____

Present Zoning: _____

Present use of property:

Proposed use of property:

Describe existing uses/zoning of adjacent property:

What affect will the intended use have on surrounding properties, if any:

The Planning and Zoning Commission must review the following conditions with regard to your request. Please answer all questions and explain in detail wherein your case conforms to the following requirements:

a. That the proposed use at this particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community. _____

b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity. _____

c. That the proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use. _____

d. That the granting of this conditional use will not adversely affect the Comprehensive Plan of the City of Richmond. _____

Part III: SUBMIT THE FOLLOWING ATTACHMENTS:

In addition to the application the following list of items must be attached in order to be accepted as a complete application. *(Please check all boxes to assure all have been provided)*

- Complete application form
- Copy of recorded deed or other instrument to confirm proof of ownership
- Site Plan *(see Appendix A list of details for site plan)*
- Application Fee *(\$200.00)*
- Ownership List *(within 185 feet of subject property; contact Ray County Assessor's Office)* Total number of mailings: _____

Please note: If request is approved by City Council, Recording fees must be paid in order to finalize request and record at the Ray County Recorder's Office.

Part IV: Signatures

Applicant:

By signing below, I acknowledge that all information submitted above is true to the best of my knowledge and belief.

Applicant/Agent

Date

Owner if different than applicant:

If I have designated an agent or applicant to appear on my behalf, I understand such agent/applicant is designated to represent me and is authorized as the means of communication with the city in regards to this application. I further acknowledge that all submitted information above is true to the best of my knowledge and belief.

Owner

Date

Department Use Only

Date completed application received by Community Development: _____

Filing Fee: \$200.00

TOTAL FEES COLLECTED: _____

Recorder of Deeds(to be paid at time of recording) Date: _____

APPENDIX A
SITE PLAN INFORMATION

Minimum Required Information:

- Name and address or record of landowner, applicant, engineer, surveyor, planner or contractor that participated in preparing site plan.
 - Date, North arrow and scale. (*One reduced copy no larger than 8 ½" x 11"*)
 - Vicinity map of sufficient and accurate scale to clearly show property. (*this may be obtained from the Ray County Assessors Map*)
 - Size, use and location of existing and proposed structures and drives on the subject property, and existing structures within 100' of the property.
 - Existing zoning.
 - Existing zoning of adjacent properties.
 - Legal Description.
 - Location of Floodplain areas.
 - Show existing and/or proposed streets, right of way, easements, etc.
 - Any other information as required by Site Plan Committee:
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