



Date: _____
 Application Number: _____
 Review Fee: \$ _____

CITY OF CLIO CONDITIONAL USE PERMIT APPLICATION

Applicant Information

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which conditional use is requested

Street Address: _____
 Nearest Crossroads: _____
 Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed conditional use: _____

Attach the following to the application:

- _____ copies of a site plan of the proposed site (see site plan checklist)
- A separate sheet explaining how the proposed conditional use permit will meet the standards for approval (see conditional use permit checklist).

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant	Print/type name	Date
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Signature of Property Owner (if different from applicant)	Print/type name	Date
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INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 7:30 p.m. on the 4th Wednesday of each month at the City Hall.

The deadline for filing applications is 30 days prior to the meeting. This is to allow enough time to meet the requirements for advertising and notifying the owners of property within 300 feet. Notices must be sent no less than 15 days prior to the meeting.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the City Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the City.

See reverse

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee to cover costs for meetings, advertisements, mailings, etc.

FOR OFFICE USE ONLY

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Fire Chief	_____	_____
Police Chief	_____	_____
DPW Director	_____	_____

_____ Date notice of Planning Commission meeting published.

_____ Date notice of Planning Commission meeting mailed to residents and property owners within 300' of subject parcel.

Attach copy of published notice and list of residents and property owners sent notice.

Planning Commission decision: CUP approved CUP denied CUP approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Site plan approval: Site plan approved Site plan denied Site plan approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Remarks: _____