



BOARD OF ZONING APPEALS (BZA)
CONDITIONAL USE PERMIT APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

Application Fee: \$400.00*
Per Fee Schedule

*Does not include transcript cost.

Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Owner: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Architect/Designer for Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Address: _____

Lot Number/Subdivision: _____ Existing Use: _____ Proposed Use: _____

Reason for Administrative Review (attach necessary documents):

[Empty rectangular box for administrative review details]

Checklist:

- Legal description of the property.
Vicinity Map and site/plot plan as required.
Description of the existing and proposed use. Please be very detailed regarding the proposed use.
A narrative statement regarding compatibility of the proposed use with adjoining properties and the overall plans for the City, and the standards as outlined in Section 1129.03 of the Powell Zoning Code. Include pertinent subject matters as required.
Provide any other information that may useful to the Planning and Zoning Commission or City Staff in the space below or attach additional pages.
5 copies of all drawings, text, any other items, and application, as well as any other drawings or written material that will help the Administration and the Board understand the nature of the proposal.
1 digital copy (CD, USB, Email) of the complete application packet.
Attach the required fee - \$400.00*
Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 1107.035
Public notice sign details found here

(See Over)

**APPROVAL SHALL EXPIRE AND MAY BE REVOKED IF CONSTRUCTION DOES NOT BEGIN
WITHIN TWO (2) YEARS FROM THE DATE OF ISSUANCE OF APPROVAL.**

I agree to grant the City Staff, the Commission, Board or Council considering this application access to the property that is the subject of this application for the purposes of reviewing this application and posting public notice for this application.

Signature of Appellant: _____ Date: _____

Office Use
Received

Office Use
Type/Date: _____
Base Fee: <u> \$400.00 </u>
Prepared by: _____
Reviewed by: _____
PAYOR: _____
RECIEPT # _____

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