

## **INSTRUCTIONS CONDITIONAL USE APPLICATION**

### **Map drawn to scale and Textual information should include:**

- a. Map - showing property boundary lines.
- b. Text - legal description and acreage (obtain at County Assessor's office).
- c. Map - show the written names of adjacent landowners' names (outside of boundary lines). Obtain adjacent landowners name at Assessor's office.
- d. Printout of adjacent landowners' names and addresses. These may be obtained at the County Assessor's office.
- e. Map - draw in location of existing residence and out buildings.
- f. Map - draw in location of new use, i.e. second residence, new business, etc.
- g. Map - draw in location of water wells, existing septic system, proposed new septic system.
- h. Map - measure and write in the distance between existing and proposed residences and buildings from each other, and from boundary lines of property.
- i. Map -draw in and identify all driveway and access roads in and out of property.
- j. Provide a Quadrangle Map showing elevations and topography and Site. May purchase topography maps from BLM office or W.R. Realty (Jack Leonard), 112 West Victory Way.

**The application must provide detailed textual information explaining what the use is and why you are applying for the Conditional Use Permit.**

### **Submitting Application**

Application, maps and accompanying textual documents must be turned in to the Planning Department 20 days before the next Planning Commission Meeting. The Planning Commission meets the first Tuesday of each month. The application will be presented to the Planning Commission for their recommendation, and then to the Board of County Commissioners for final approval. A notice of these hearings will be mailed by certified mail to all adjacent landowners and will be advertised in the Legal Section of the Craig Daily Press.