



Application Date:	
Fee:	\$500.00 (minor) \$1,025.00 (major)
Escrow:	\$500.00 (minor) \$1,000.00 (major)

CONDITIONAL USE PERMIT

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances be acceptable. When such circumstances exist, a Conditional Use Permit may be granted. Conditions may be applied to the issuance of the Permit and/or periodic review may be required. The Permit shall be granted for a particular use and not for a particular person or firm.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 2 Lent Township Land Use Regulations, Section 8.05 Conditional Use Permits		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS –Town Staff check list

AP	TS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<u>Written Narrative Describing your request:</u> A written description of your request for the Interim Use will be required to be submitted as a part of your application. The description must include the following: <ul style="list-style-type: none"> ▪ Description of operation or use ▪ Number of employees (if applicable, if not state why) ▪ Hours of operation, including days and times (if applicable) ▪ Describe how you believe the requested conditional use fits the Township's comprehensive plan
<input type="checkbox"/>	<input type="checkbox"/>	<u>Site Plan:</u> All plans shall be drawn to scale and include a north arrow <ul style="list-style-type: none"> ▪ Property dimensions ▪ Area in acres and square feet ▪ Setbacks, and identify buildable area ▪ Location of existing and proposed buildings (including footprint, and dimensions to lot lines)

Application for: **CONDITIONAL USE PERMIT**
Lent Township

		<ul style="list-style-type: none"> ▪ Location of well and septic systems on site ▪ Location of current and proposed curb cuts, driveways and access roads ▪ Existing and proposed parking (if applicable) ▪ Off-street loading areas (if applicable) ▪ Existing and proposed sidewalks and trails
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow.

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

AP	TS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<u>Survey of the property:</u> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Grading/Drainage Plan (if applicable):</u> Finished grading and drainage plan should include provisions sufficient to drain and dispose of surface water accumulated <ul style="list-style-type: none"> ▪ Landscaping and screening plans including species and size of trees and shrubs, if applicable ▪ Wetland Delineation ▪ Topographic contours at 2-foot intervals ▪ Waterbodies, Ordinary High-Water Level and 100-year flood elevation
<input type="checkbox"/>	<input type="checkbox"/>	<u>Architectural/Building Plan (if applicable):</u> Finished Architectural building should include provisions sufficient <ul style="list-style-type: none"> ▪ Proposed floor plans of all new buildings ▪ Table of materials used in the construction of proposed buildings ▪ Proposed building elevations, including height ▪ Description of building use
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Recommendation by the Planning & Zoning Commission (P&Z). The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members at a public hearing. Notice of such hearing shall be published in the official newspaper of the Township at least ten (10) days prior to the date of the hearing. It may question the applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

Review and Decision by the Town Board. The Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant	Date
Signature of Owner (if different than applicant)	Date