City of Carl Junction

Special Use Permit Application Procedures:

1. Applicants should meet with the Mayor, City Clerk, or a member of the Planning and Zoning Commission before making application. This will allow us time to get information that may help in completing the forms.

2. The forms must be filled out completely. Leaving blanks will not allow us to process the application. All information must be submitted and fees paid before a public hearing will be scheduled.

3. The staff will advise you of the public hearing dates and times. It is a requirement that a letter be sent to the owners of all the property within 185 feet of your request, a sign posted on the property and a legal notice published in the newspaper at least fifteen (15) days prior to the meeting of the Planning and Zoning Commission and at least fifteen (15) days prior to the meeting of the Board of Alderman.

4. All information on the application must be accurate and true. Any errors in the application will cause the application not to be processed.

5. The applicant must present his/her information to the Planning and Zoning Commission and the Board of Alderman. If you do not appear at the prescribed times for the public hearings, the item may be stricken from the agendas. For renewal of Special Use Permit, the Board of Alderman and the Planning and Zoning Commission has allowed applicants to be absent if there are no changes in the Permit to be renewed.

6. The fees for Special Use Permits have been set at $50.00 which must accompany the application.

7. Attached to these instructions is an application for your use.

Notice to applicant
In the event an applicant and/or his representative fail to appear before the Planning and Zoning Commission or The Board of Alderman for hearings as provided in the Municipal Code at the time advertised for said hearing, said request will be stricken from the agenda. In order to have further hearings on the application, the applicant shall be required to pay an additional fee to the City in the amount of the total cost to re-advertise and notify neighboring property owners of the new hearing date. Upon the payment of said additional fee, the request shall be published for a new public hearing. In the event that the applicant does not pay the additional fee within sixty (60) days from the date of the previous scheduled hearing such request shall be considered as rejected and not further hearings may be held thereon without re-application as a new request.

Special Use Permit
Special Use Permit Application Form

Return this Form To:
City Clerk
P.O. Box 447
Carl Junction, MO 64834
Office 417-649-7237
Fax 417-649-6843

For Office use Only:
Case No: _____________
Filing Fee Submitted: _____________
Date Advertised: _____________
Date Notices Sent: _____________
Public Hearing Dates:
  Planning Commission: _____________
  Board of Alderman: _____________

____________________________________________________
APPLICANT: ____________________________PHONE: __________
ADDRESS: ____________________________ ZIP: __________

OWNER: ________________________________PHONE: __________
ADDRESS: ____________________________ ZIP: __________

LOCATION OF PROPERTY: ________________________________

LEGAL DESCRIPTION: ______________________________________
________________________________________________________________________

Present Zoning: ________________________________ Acreage: __________

Present Use of Property: ________________________________

Proposed Land Use Activity: ________________________________

SURROUNDING LAND USE AND ZONING:

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Zoning</th>
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<tbody>
<tr>
<td>North</td>
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<tr>
<td>South</td>
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<tr>
<td>East</td>
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<tr>
<td>West</td>
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Special Use Permit
Does the proposed Special Use meet the following standards? If yes, attach a separate sheet explaining why.

1. Serves the convenience and general welfare of the public. Yes No

2. Serves the neighborhood in some degree. Yes No

3. Protects the neighborhood interest. Yes No

4. Alter the character or nature of development on the neighborhood in a manner which is not negative. Yes No

5. Is in basic harmony with the various elements and objectives of the land use plan. Yes No

6. Complies with the requirements established for that conditional use which is stated in the permit. Yes No

Should the Special Use be valid only for a specific time period?
If yes, what length of time? ____________________________

Signature: ____________________________ Date: _________________

Note: By signing this application, you are signifying that you are either the legal owner of the property subject to the Special Use Permit or are a legal representative of the legal owners.

**Attachments Required:**

1. One copy of a legal description of the property on which the use is to be located.
2. One copy of the necessary descriptive material related to the intensity and extent of the proposed use, including any traffic conditions that may result; any danger from fire hazards; how the proposed use may affect the character of the surrounding properties; and how the proposed use will benefit the community.
3. A list of all landowners (names and addresses) within 185 feet of the proposed use.
4. Ten copies of a site plan (drawn to a scale of 100 feet or less, to the inch) that meets all ordinance requirements for the property on which the use is to be located, showing:
City of Carl Junction

- a) Structures
- b) Boundary lines with dimensions and bearings
- c) Streets
- d) Easements
- e) Parking lot layout
- f) Internal traffic flow
- g) Points of ingress/egress
- h) Landscaping
- i) Setbacks
- j) Detention, if required

**Note:**

A Special Use Permit may stipulate such conditions and restrictions to protect the public interest. These may include:

1. Hours of operation
2. Days of operation
3. Number of off-street parking spaces provided
4. Signs (generally signs are limited to one sign not larger than one (1) foot by two (2) feet set not more than six (6) feet off of the ground and at least ten (10) feet inside the property line)
5. Number of assistants or employees
6. Nature of the business
7. Location of the Business

Violation of any condition will cause a complaint to be filed with the Municipal Court and the Permit will be suspended immediately requiring reapplication.

**Special Keeping Permits:**
The application shall also include the following for a special keeping permit.

1. The special circumstances or hardship;
2. The proposed duration of the proposed special keeping permit;
3. The proposed location and facilities where the animals will be kept;
4. An explanation why the special keeping permit will not adversely affect adjacent property owners or residents; and
5. An explanation why the special keeping permit will not be opposed to the general spirit and intent of the other keeping requirements set forth in this section.