

# Conditional Use Permit Application

City of Ray

This application is used for all conditional use permit (CUP) requests. A CUP must be approved prior to any land development activity related to a conditional use.	<b>Office Use Only</b> Date: _____ Accepted by: _____ Fee: \$ _____ Cash/Check #: _____ Supporting docs rec'd date: _____
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1. Proposed Use: \_\_\_\_\_

2. Owner(s) of Record:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Person(s) authorized to represent the owner(s), their role (e.g. developer, engineer) and to whom a copy of all correspondence is to be sent:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Property Description (Refer to Property Records)

Street Address: \_\_\_\_\_ Sec. No. \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Tract No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Lot Size: \_\_\_\_\_ Acres/Square Feet (circle) Zoning District: \_\_\_\_\_

5. Attachments (Please refer to the zoning ordinance and any applicable development standards)

- Site plan (one or more sheets) including the following: scale, site boundaries, topographic contours, setbacks, all easements, utilities, plans for fire protection, solid waste, stormwater facilities, access, road specifications, parking, surface waters, landscaping, fences, lighting and structures.
- Building elevations.
- A signage plan.

- A narrative describing the proposed use in light of the following evaluation criteria:
  1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare.
  2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use.
  3. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
  4. Adequate utilities, access roads, drainage and other necessary site improvements have been provided or will be provided prior to the conditional use being initiated.
  5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
  6. The conditional use shall conform to all applicable regulations of the district in which it is located or a variance has been granted.
  7. The conditional use complies with all applicable development standards.
- A current map and list of all landowners within 150 feet of the property.
- A transportation impact analysis prepared by a qualified licensed engineer when 50 or more units or beds are proposed.
- A narrative statement describing why any of the supplements are not attached (if any).

Additional requirements for temporary workforce housing facilities:

- A plan for maintenance and management of the facility including the following: road and parking areas, water supply, sewage disposal, solid waste disposal, emergency medical, fire protection, security and law enforcement, identification of unit numbers by emergency responders, laundry and recreational facilities, noxious weed management, landscaping, dust control, operational rules of the facility, an evacuation plan, owner and onsite manager contact information, a requirement that an updated occupancy and contact list be maintained and available at all times.
- A site closure and restoration plan including a proposal for site restoration bonding along with an engineer's preliminary cost calculations.
- A phasing plan if the entire project will not be developed at once including a description of what infrastructure will be developed with each phase.
- A traffic impact analysis prepared by a qualified licensed engineer when 50 or more beds are proposed.
- A narrative statement describing why any of the supplements are not attached (if any).

I hereby certify under penalty of perjury and the laws of the State of North Dakota that the information submitted herein, on all other forms, documents, plans or any other information submitted as a part of this application to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for representatives of the City of Ray to be present on the property for routine monitoring and inspection during the approval and development process.

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Applicant Signature

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Date

Revision date: July 2012