



APPLICATION FOR CONDITIONAL USE

(PLEASE TYPE OR PRINT IN INK)

Fee: \$150.00 [Z-CU]

I. APPLICANT/AGENT								
Name:						Phone:		
Mailing Address:	Street					Email:		
	City		State	Zip				
II. PROPERTY								
Owner:						Phone:		
Mailing Address:	Street					Email:		
	City		State	Zip				
III. CONDITIONAL USE DESCRIPTION								
Street Address (if assigned):								
Zoning:		Tax Map #:		Parcel #:		Parcel Area:	sq. ft.	
Existing Use of the Site, including total building area per building on site:								
Proposed Use of the Site, including total building area per building on site:								

Finance Rcv'd



APPLICATION FOR CONDITIONAL USE

IV. CONDITIONAL USE DESCRIPTION (cont.)									
On-Site Parking Spaces			Existing:			Proposed:			
IF RESIDENTIAL		Total No. of Dwelling Units:		Total Gross Floor Area:		sq. ft.			
Bedroom Composition:	No. of 1BD:		No. of 2BD:		No. of 3BD:		No. of 4+BD:		
IF NONRESIDENTIAL		Location within the building:			GFA to be occupied:			sq. ft.	
Projected days and hours of business operation:									
Projected number of clients per day:					Projected number of employees present during busiest shift:				
<ul style="list-style-type: none"> This application may be supplemented by submitted additional information deemed helpful by the applicant to explain the nature of the proposed conditional use. Likewise, the Planning Division, if it determines necessary, may require additional information. 									
V. PHYSICAL CHANGE INFORMATION									
<p>For conditional use applications providing for physical change including, but not limited to, construction, reconstruction or alteration, and/or site modification or improvements, the following information must be attached.</p>									
<p>(1) Vicinity map showing all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn at an appropriate scale.</p> <p>(2) <u>Site Plan</u>. A site plan (3 copies) drawn to scale at a minimum 1" = 50' and a maximum of 1" = 10' and include the following:</p> <ul style="list-style-type: none"> (a) The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law. (b) The exact sizes and locations on the lot of existing structures, if any. (c) The location(s), square footage(s), and dimensions of all proposed principal, accessory and/or temporary structure(s), and/or alteration(s). (d) The location of the lot with respect to adjacent rights-of-way. (e) <u>Parking Plan</u>. The location and dimensions of off-street parking and means of ingress and egress for such space. (f) Required and proposed setbacks. 									



APPLICATION FOR CONDITIONAL USE

- (g) Buffer yard location and landscaping and screening plan, if applicable. Landscaping Plan should be a separate drawing based on the site plan.
 - (h) Location of garbage collection area and screening.
 - (i) Location of existing and/or proposed signage, if applicable.
 - (j) Roadway typical detail for internal roadways, if applicable.
- (3) Building Elevations. All preliminary building elevations shall be drawn at a scale of 1/8" = 1'0" or larger and identify:
- (a) Height of all principal buildings and/or accessory structures. If applicable, measured in feet as provided in the definition of "BUILDING HEIGHT IN FEET" provided in Section 1329.02.
 - (b) All exterior materials and colors to be used including roofing, cladding, and windows.
 - (c) Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
 - (d) Photographic or similar representation showing the building height in relationship to surrounding buildings.
- (4) Floor Plans. All preliminary floor plans shall be drawn to a scale of 1/8" = 1'-0" or larger and identify:
- (a) Both existing and proposed floor layouts with square footage indicated.
 - (b) Label the use of all rooms on the plans, with the dimensions of the room(s) and the overall dimensions of the building.
 - (c) Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
 - (d) Photographic or similar representation showing the practice of the use, to include but not be limited to, seating arrangements, appliance/equipment layout, time-series analysis, etc.
- (5) Traffic Impact Study. A traffic impact study shall be submitted, if required by the City Engineer. Approved WV Division of Highways Permit and/or Agreement, if applicable, is not required for Board of Zoning Appeals conditional use review, but shall be required prior to issuance of a building permit. In the event a traffic analysis or traffic impact study is required and the review of same involves WV Division of Highways, written/electronic correspondence from WV Division of Highways documenting its approval of the traffic analysis or traffic impact study must be presented to the Board of Zoning Appeals by the applicant prior to conditional use permit approval.



APPLICATION FOR CONDITIONAL USE

VI. FINDINGS OF FACT

The Board of Zoning Appeals may grant the request only if each of the Conditional Use Findings of Fact criteria is determined to be in the positive. Applicants must give their own responses to the criteria statements provided below.

This Conditional Use is within the fitting character of the surrounding area and is consistent with the spirit, purpose, and intent of the Zoning Ordinance, *because*:

1. Congestion in the streets will not be increased, in that:

2. Safety from fire, panic, and other danger will not be jeopardized, in that:

3. Provision of adequate light and air will not be disturbed, in that:

4. Overcrowding of land will not result, in that:

5. Undue congestion of population will not be created, in that:



APPLICATION FOR CONDITIONAL USE

VI. FINDINGS OF FACT (cont.)

6. Granting this request will not create inadequate provision of transportation, water, sewage, schools, parks, or other public requirements, in that:

7. Value of buildings will be conserved, in that:

8. The most appropriate use of land is encouraged, in that:

VII. CONDITIONAL USE APPROVAL OBJECTIVES

Section 1379.03 of the Planning and Zoning Code provides that the Board of Zoning Appeals should consider the following when evaluating each conditional use application. Applicants are encouraged to attach a supplemental narrative addressing the following evaluation objectives and/or be prepared to address these objectives during the Board of Zoning Appeals' hearing.

1. The proposed conditional use is compatible with the goals of the adopted comprehensive plan.
2. The proposed conditional use is compatible with the appropriate and orderly development of the district, taking into consideration the location and size of the use, the nature and intensity of the operations involved in or conducted in connection with such use, the size of the site in relation to the use, the assembly of persons in connection with the use, and the location of the site with respect to streets giving access to the site.
3. The proposed site development, if applicable, is such that the proposed conditional use will not hinder nor discourage the appropriate development and use of adjacent land and buildings, taking into consideration the location, nature and height of buildings, the location, nature and height of walls and fences, and the nature and extent of landscaping on the site.



OFFICE USE
CASE NO. _____

APPLICATION FOR CONDITIONAL USE

4. Neighborhood character and surrounding property values are reasonably safeguarded.
5. Operations in connection with the proposed conditional use are not offensive, dangerous, destructive of property values and basic environmental characteristics, or detrimental to the public interest of the community. The proposed conditional use is not more objectionable to nearby properties by reason of fumes, noise, vibration, flashing of or glare from lights, and similar nuisance conditions than the operations of any permitted use not requiring a conditional use permit in the district.
6. The character and appearance of the proposed conditional use, buildings, structures, and/or outdoor signs should be in general harmony or better, with the character and appearance of the surrounding neighborhood.

VIII. ATTEST

I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date