

**CITY OF LOWELL
APPLICATION & CHECKLIST FOR A
USE ON APPEAL PERMIT**

STAFF USE ONLY

Date Application Submitted _____
Date Accepted as Complete _____
Public Hearing Date _____

FEE: \$100.00

APPLICATION

Fill out this form completely, supplying all necessary information and documentation to support your request.
Your application will not be placed on the Planning Commission agenda until this information is furnished.

GENERAL INFORMATION

Applicant _____ Day Phone: _____
Address: _____ Fax #: _____

Representative _____ Day Phone: _____
Address: _____ Fax #: _____

Property Owner: _____ Day Phone: _____
Address: _____ Fax #: _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT:

_____ Applicant
_____ Representative
_____ Owner

DESCRIBE PROPOSED PROJECT IN DETAIL (Attach to application)

PROPERTY DESCRIPTION

Site Address: _____

Current zoning _____ Proposed zoning _____

Attach Legal Description of Property. (This may be found on deed or current survey of property.)

Building size in square feet: Existing _____ Proposed _____
Hours of operation (if applicable) _____
Number of employees _____
Indicate the number of patrons, clients, children, customers, etc. anticipated _____
Average per day _____ Peak hour _____

OUTDOOR LIGHTING

Describe any outdoor lighting provided, including the height and types of lighting to be installed:

PARKING

Number of required off-street parking spaces to be provided:

Garage (enclosed) _____ Covered _____ Open _____ Total _____

FINANCIAL INTERESTS

The following entities and/or people have financial interest in this project:

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand submittal of incomplete, incorrect, or false information is grounds for invalidation of application. I understand the City may not approve my application or may set conditions on approval.

_____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating the agent is authorized to act on his/her behalf.)

_____ Date: _____

Checklist:*

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Payment of application fee: \$100.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Notification to all property owners within 300 feet of subject property adjacent to the exterior boundaries, including across streets and alleys. Notice shall be by certified mail, return receipt requested, to each property owner from a list certified by a licensed abstract company. A copy of the letter sent to all property owners and the certified list shall be filed with the application. The signed return receipt requested cards (PS form 3811), any letters returned as undeliverable, and the certified mail receipt (PS form 3800) stamped by the Post Office for all cards and letters not returned shall be given to the planning department by the Wednesday preceding the hearing date. Letter of notification can be obtained at the Planning Department, an electronic copy can be obtained via e-mail or hard copy will be given to applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Assessor's parcel numbers for all adjoining property owners, along with a copy of the applicable assessor's parcel map showing subject parcels with property owners' names printed on the property they own.

- 5. A copy of the deed or survey of the property to be rezoned. A survey may be required if the property description cannot be accurately platted or is described by referring to others.
- 6. Site plan drawn to a standard engineer's or architect's scale, based on the deed or survey, showing all existing and proposed structures dimensioned from the structure to the property line, required setbacks, existing and proposed landscaping, screening, and parking lots.
- 7. Preliminary floor plans drawn to a standard engineer's or architect's scale showing:
 - A. Location of doors, walls, and windows.
 - B. Identification of activity areas.
 - C. Placement of window and door locations on floor plans in coordination with the elevations.
- 8. A written statement containing the proposed use information, statement of hours of operation, a statement of areas to be utilized indoors and outdoors, and a statement of structural changes planned for the structure.
- 9. Type of Conditional Use (Please check one):
 - A. Duplex in R-1 zoning district
 - B. Tandem lot development
 - C. Change of nonconforming use
 - D. Other conditional use
- 10. Applicant shall provide one each of the following, vicinity map and site plan, on an 8.5"x11" sheet.

DATA ON DISKETTE

- 1. **Magnetic media or CD shall have legal description in MS Word format. Questions concerning this requirement may be directed to the Planning Department.**
- 2. **Digital scans of the design plans and vicinity map in JPEG format**

Please explain, in detail, conditional uses for changes in nonconforming uses
And other conditional uses as part of the written statement required under section 8.

Applicant shall positively certify each item. Where "No" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.