

CITY OF RICE
Conditional Use Permit Application

Fee \$ _____

- (A) Applicant's Name _____ Phone _____
- (B) Address _____ Email Address _____
- (C) Owner's Name (if different from Applicant) _____ Phone _____
- (D) Owner's Address _____ Email Address _____
- (E) Address of the Property _____
- (F) Tax Parcel ID Number(s) _____
- (G) Legal Description of the Property _____

- (H) Present Zoning Classification of the Property _____
- (I) Existing Use of the Property _____
- (J) Describe the requested conditional use (give details of the type, size, purpose, and any other relevant information regarding the proposed use):

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Rice Zoning Ordinance and other applicable City ordinances and state laws. Submittal of the application, required information and fee does not guarantee the issuance of a conditional use permit. Additional information may be needed or conditions may exist that would prevent the actual granting of a conditional use permit. I hereby certify with my signature that all data on my application form, and any additional sheets, plans and specifications are true and correct to the best of my knowledge.

Applicant Signature

Date

Property Owner Signature (if different from Applicant)

Date

PROCEDURES: The procedure for applying for a conditional use permit are as follows:

1. The applicant shall file the completed application together with the required exhibits and pay an application fee as established by the City Council.
2. When the City Clerk determines the application to be complete, a public hearing before the Planning Commission will be scheduled.
3. The City Clerk shall publish a notice of the public hearing at least once in the legal newspaper not less than ten (10) days prior to the hearing.
4. Following the public hearing, the Planning Commission will make recommendations to the City Council.
5. The City Council shall take action to approve or deny the application within sixty (60) days of receiving a completed application. If the Council cannot take action to approve or deny the application within these sixty (60) days, the Council may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed sixty (60) days unless approved by the applicant in writing.
6. No application for a conditional use permit shall be considered by the City Council within a one (1) year period following a denial of such request, except that the City Clerk may permit a new application to be filed if new evidence or a change in circumstances warrant it.

REQUIRED EXHIBITS FOR CONDITIONAL USE PERMITS The following exhibits shall be required:

- | | |
|----------------|--|
| ___ Yes ___ No | 1. A completed application form |
| ___ Yes ___ No | 2. An accurate legal description of the property, in some cases a survey of the property by a licensed surveyor will be required |
| ___ Yes ___ No | 3. Evidence of ownership or enforceable option on the property |
| ___ Yes ___ No | 4. A development/site plan of the property showing all information required by the City Code |
| ___ Yes ___ No | 5. Names/addresses of landowners within 500 feet of the boundaries of the applicant's property |

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE GRANTING OF CONDITIONAL USE PERMIT. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF A CONDITIONAL USE PERMIT.

FOR OFFICE USE ONLY

Date Submitted _____ Date Accepted _____ Fee Paid _____

Public Hearing Date: _____

(Circle one) Approved Denied by the City Council on _____, _____.

If approved, the following conditions were prescribed (add additional pages, if needed):

1. _____
2. _____
3. _____
4. _____

If denied, denial was for the following reason(s): _____

