

PAWNEE COUNTY JOINT PLANNING COMMISSION

INSTRUCTIONS

Application for a CONDITIONAL USE PERMIT

1. All applicants requesting a conditional use permit should consult with the Zoning Administrator prior to submitting a formal application. The purpose of the consultation is to advise the applicant of their rights and responsibilities in the filing of a conditional use permit application.
2. The application form shall be completely filled in with the information requested or the notation N/A (Not Applicable)
3. All applications must be accompanied by a list of owners of all property (except public streets and ways) within a one thousand (1,000) foot radius of and including the property for which the conditional use permit is requested if the property is within the unincorporated portion of the county. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain names and mailing addresses of all the owners of property within the notification area. This list may be obtained from an abstractor or from the County Appraiser's Office.
4. The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the requested conditional use permit.
5. The appropriate fee of \$75.00 plus \$5.54 for each mailing required in item 3 shall be paid at the time of filing an application.
6. Applications along with the required ownership list and fee shall be filed in the office of the Zoning Administrator.
7. Requests for a conditional use permit must specify a specific use. Presentations before the joint Planning Commission or Board of County Commissioners should be predicated upon the specific use.