

# APPLICATION FOR SPECIAL USE PERMIT

## APPLICATION MUST BE SUBMITTED BY OWNER

This application must be received for placement on the agenda one week prior to Town Board meetings, which are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. at the La Veta Community Center, 131 East Ryus Avenue.

Name of Record Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone # of Owner: \_\_\_\_\_

Address of property requiring special use: \_\_\_\_\_

Legal description of property being developed/redeveloped: \_\_\_\_\_

**Special Use Permit:** The special use permit provision of this title permits additional uses to be instituted in each zone when property conditions exist which will permit such use to be in harmony with existing and proposed land use. If the proposed use is not listed as an allowed special use within the zoning district where the property is located, the presumption shall be that the special use permit will not be granted. Planned unit developments, however, are permitted as a special use in any zone. If a special use permit is granted by the town board, such permit must be posted in a conspicuous place of such premise.

**R-1 district Special Uses:**  
home occupations  
bed and breakfast

**R-2 district special uses:**  
motels, hotels or inns  
multiple-family dwelling  
rooming houses

**R-3 district Special Uses:**  
mobile home parks  
transient mobile home parks (RV parks)

**Commercial district special uses:**  
Same as R-3  
nursing home  
residential care facilities

**Industrial district Special uses:**  
junkyard

Special use permits shall expire if the use authorized by the permit is not commenced within one year from the date of the permit or if the construction work or new use of land or building(s) authorized by the permit is suspended or abandoned at any time after such is commenced for a period of one year. The permit shall become null and void upon failure of the applicant to meet the stated conditions of the permit. A special use permit is granted for a limited period of time. Renewal may be obtained, if allowable.

The existing zoning classification for the property being developed: \_\_\_\_\_

Attach a description and site plan of the property. The site plan shall show the boundary of the property, proposed buildings, parking, landscaping and signing concepts, streets and other facilities to be developed. The plan shall be drawn to reasonable scale for easy interpretation.

If zoned commercial, please check proposed uses for the premises from the following list:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Restaurant                  | <input type="checkbox"/> Indoor Theatre   | <input type="checkbox"/> Automobile sales, service & repair        |
| <input type="checkbox"/> Retail Business(list below) | <input type="checkbox"/> Financial Institution                                    | <input type="checkbox"/> Professional & business offices & studios |
| <input type="checkbox"/> Gas Station                 | <input type="checkbox"/> Library or Museum  | <input type="checkbox"/> Indoor recreation facilities              |
| <input type="checkbox"/> Laundromat                  | <input type="checkbox"/> Warehouse  | <input type="checkbox"/> Community & commercial parking lot        |
| <input type="checkbox"/> Liquor Store                | <input type="checkbox"/> Car Wash   | <input type="checkbox"/> Grocery Store                             |
| <input type="checkbox"/> Self Service Storage Units  | <input type="checkbox"/> Personal service establishments<br>(beauty/barber shops) | <input type="checkbox"/> Other _____                               |

List of retail business: \_\_\_\_\_

Justification:

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**Topographic information shall be provided when drainage may affect the site development plan. Attach a time schedule of construction.**

Procedure before the town board. After initial information is provided, the town board will consider the application at a board meeting and if accepted as substantially complete a public hearing will be scheduled and no later than 60 days after the hearing the town board will render its approval or denial. The applicant shall be notified of the decision by the town board and, if denied, the reason for such denial.

Upon acceptance, the Town Clerk will prepare a notice of public hearing that must be published 10 days prior to the public hearing. The applicant must also post the notice on the property 10 days prior to the public hearing. The property notice shall contain the same information as the publication and shall be on poster board, lettering to be 1" in height.

**It is in your best interest to attend all meetings and public hearings on this matter.**

**If denied, no new request for the same or substantially the same special use shall be accepted for a period of 6 months. The town board cannot reconsider the request without another notice and hearing.**

If the premises are located within the historic preservation district you must submit an application to the Historic Preservation Committee for approval of alterations needed. Applications for an Alteration Certificate may be obtained at the La Veta Town Hall. The Historic Preservation Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 5:30 p.m. Applications should be received at Town Hall on the Tuesday prior to the posted meeting date. Please note their meeting schedule that is posted on the bulletin board at Town Hall.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**PLEASE READ CAREFULLY AND COMPLETE AS REQUESTED**

This application is being returned. The following additional information is being requested by the Town Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the information requested by (date \_\_\_\_\_). Please attach the information to this application and return by the date stated.

Application approved: \_\_\_\_\_ (date)  Additional Water & Sewer Taps Required # \_\_\_\_\_  
Special conditions placed on permit: \_\_\_\_\_  
\_\_\_\_\_

Application denied: \_\_\_\_\_ (date) Reasons for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_