



# CONDITIONAL USE PERMIT APPLICATION

OFFICE USE ONLY

CUP FILE #: \_\_\_\_\_  
DATE FILED: \_\_\_\_\_  
FEE: \$400 \_\_\_\_\_  
RECEIPT #: \_\_\_\_\_  
Last Revised 04/2025

Applicant/Agent's Name: \_\_\_\_\_  
Applicant/Agent's Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address or general location of property: \_\_\_\_\_

Legal Description of property: \_\_\_\_\_

Description of the nature and operating characteristics of proposed use: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Adjacent Zoning:

NORTH		SOUTH		EAST		WEST	
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**The following exhibits shall accompany the completed application:**

- Certified Copy of the Last Deed of Record from the Register of Deeds Office.
- Legal Description Formatted in Microsoft Word.
- Exhibits Shall Include: Site Plans, Landscape Plans, Graphics/Drawings, or Other Information Necessary to Describe the Requested Proposed Use.
- When Applicable, Exhibit Information Should Include How the Proposed Use Meets Supplemental Regulations.

Applicant/Agent/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature by Applicant/Agent certifies that they are the authorized agent of the property owner. All submittal information, while reviewed, is subject to meeting all zoning, subdivision, and building code regulations, and it remains the applicant/agent/owner responsibility to ensure all information is correct.*

**PLEASE NOTE:**

- Applications for Planning Commission are due by **Noon on the last Friday of the month** ([see posted schedule for exact dates](#)), prior to the next scheduled meeting.
- A digital submission of application and exhibits is required to be sent to City Planner ([mdougherty@kearneygov.org](mailto:mdougherty@kearneygov.org)) & Associate Planner ([mfsmith@kearneygov.org](mailto:mfsmith@kearneygov.org)) by application deadline.
- Application fees are due by 5:00 PM on the Monday following submittal.
- **ONE** paper copy of application and exhibits is required to be submitted to Development Services one week prior to City Council meeting.
- Application must be signed by Applicant/Agent or Owner.
- Communication regarding application will be with those listed on the application.

*"We provide services, solutions, and opportunities for our community."*