

NOTICE TO ALL SPECIAL USE PERMIT AND REZONE (AND ANNEXATION)  
APPLICANTS...

Due to a new print day for the legal notice in the weekly Pioneer Publication, the following items MUST be submitted as follows:

- A minimum of seven (7) days prior to the first Planning and Zoning meeting when they will call for a Public Hearing, submit:
  - The application.
  - The street address for the property.
  - The legal description of the property.
  
- Within seven (7) days AFTER the call for a Public Hearing, submit:
  - The list of names and mailing addresses of the required surrounding property owners OBTAINED FROM the County Assessor's office.
  
- Prior to the Public Hearing, submit the fee for the hearing and all notification and publication costs.
  
- At the Public Hearing, submit:
  - The petition with signatures obtained.
  - Pictures or drawings showing the proposal.

**THE CITY OF SHELLEY SPECIAL USE PERMIT APPLICATION**

**SPECIAL USE PERMIT FEE: \$50.00 plus the actual publication and notification costs.  
The fee is to be paid to City Hall prior to the Public Hearing.**

**THIS APPLICATION MUST BE SUBMITTED ONE WEEK PRIOR TO THE CALL FOR A PUBLIC HEARING.**

**APPLICANT MUST FILL IN THIS APPLICATION ENTIRELY. A LIST OBTAINED FROM THE PROPERTY ASSESSOR'S OFFICE OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN 300 FEET OF THE EXTERNAL BOUNDARIES OF THE LAND BEING CONSIDERED FOR A SPECIAL USE PERMIT MUST BE PROVIDED WITH THIS APPLICATION SO CERTIFIED NOTIFICATION CAN BE SENT. IF THIS APPLICATION IS APPROVED AND ALL PROPERTY OWNERS WITHIN 300 FEET HAVE NOT BEEN NOTIFIED PRIOR TO THE HEARING BY CERTIFIED MAIL, YOUR SPECIAL USE PERMIT MAY BE REVOKED OR YOU MAY BE CHALLENGED IN A COURT OF LAW. ALSO, IT IS IN YOUR BEST INTEREST TO PROVIDE A PETITION STATING WHAT YOUR INTENTIONS ARE, AND SIGNATURES OF APPROVAL FROM YOUR SURROUNDING PROPERTY OWNERS WITHIN 300 FEET.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PRESENT ZONING DISTRICT: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: PLEASE PROVIDE ATTACHMENT

PHYSICAL ADDRESS OF PROPERTY: \_\_\_\_\_

PRESENT LAND USE: \_\_\_\_\_

DESCRIPTION OF PROPOSED SPECIAL USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PROVIDE A PLAN OR DRAWING OF THE PROPOSED SITE FOR THE SPECIAL USE SHOWING THE LOCATIONS OF ALL BUILDINGS, PARKING, TRAFFIC ACCESS, TRAFFIC CIRCULATION, OPEN SPACES, LANDSCAPING,**

UTILITIES, YARDS, AND SUCH OTHER INFORMATION AS MAY BE REQUIRED TO DETERMINE IF THE PROPOSED SPECIAL USE MEETS THE INTENT AND REQUIREMENTS OF CITY ORDINANCE.

PLEASE WRITE A STATEMENT EVALUATING THE EFFECTS THIS CHANGE WILL HAVE ON THE ADJOINING PROPERTIES; SUCH AS COMPATIBILITY AND RELATIONSHIP WITH ADJACENT AND OTHER PROPERTIES IN THE DISTRICT:

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DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

APPLICANT'S SIGNATURE: \_\_\_\_\_

PLANNING AND ZONING COMMISSION RECOMMENDATION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

UPON APPROVAL OF THIS APPLICATION A SPECIAL USE PERMIT WILL BE MAILED TO YOU WITH ANY CONDITIONS SPECIFIED DURING THE PUBLIC HEARING.



