

CONDITIONAL USE/SPECIAL USE PERMIT
APPLICATION INFORMATION

PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING

A filing fee of \$_____ is required to process this application (see fee schedule). **All checks and/or money orders shall be made payable to HUMBOLDT COUNTY.**

1. The completed application, required fee(s), together with any additional information must be submitted to the Planning Department office by the submission date. A submission date schedule and fee schedule are provided with the application forms and accompanying information.
2. A copy of the application and pertinent information will be sent to various City/County, State and outside agencies for review and comments. The staff report will be prepared based upon the information provided in the application and form agency comments. A copy of the Regional Planning Commission (RPC) meeting agenda and the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting. **IT IS RECOMMENDED FOR APPLICANTS TO ATTEND THE MEETING IN ORDER TO ANSWER ANY QUESTIONS THE BOARD MAY ASK WHICH STAFF MAY BE UNABLE TO ANSWER. FAILURE TO ATTEND THE MEETING MAY CAUSE YOUR APPLICATION TO BE RESCHEDULED.**
3. All property owners within three hundred (300) feet of the boundaries of the subject property will be notified by mail ten (10) days prior to the scheduled meeting. The notice will state the time, date and place of the public hearing, at which time the applicant and all other interested parties will have an opportunity to be heard.
4. The RPC will approve, deny or approve the application with additional conditions. The RPC, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make its decision. After the decision is made, the planning staff will notify the applicant by letter stating the action taken and including any conditions imposed.
5. Applicant has five working days to appeal any RPC decision. The appeal must be filed by submitting a letter to the County Clerk or City Clerk requesting a hearing. The County Clerk or City Clerk will schedule the applicant's request before the County Commissioners or City Council, at which time a final decision will be made on the matter.

Submission of this application and the recommendation of Planning Staff do not imply approval or denial of this request by the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee approval of any business license.

**CONDITIONAL USE/SPECIAL USE PERMIT
APPLICATION FORM**

City of Winnemucca

Humboldt County

Applicant/Agent: _____

Name of Business: _____

Street Address of Business/Location: _____

Mailing Address: _____

Assessor's Parcel # _____

Property is zoned: _____

Legal Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner: _____

Mailing Address: _____

_____ Phone: _____

I, the above signed property owner or lessee of the property described, hereby request a Conditional Use/Special Use Permit for the following:

FOR DEPARTMENT USE

Received By _____ Date Received _____

Application No. _____ Name _____

1. Please explain in sufficient detail the nature of your project and how it will operate: _____

Indicate proposed hours of operation: _____

Number of customers expected: _____

Where will customers park?: _____

Number of parking and loading spaces proposed: _____

Describe any landscaping proposed: _____

2. Describe any additional structures proposed as part of this use (walls, fences):

3. Describe the size and shape of the site for the proposed use. Describe how the proposed use is adequate in size and shape to accommodate the proposed use:

4. Describe the width and pavement type (asphalt, gravel) of the adjacent streets. Are they adequate to carry the quantity and kind of traffic generated by the proposed use? _____

5. What are the uses on adjacent properties? _____

6. Will the use affect abutting properties or the uses permitted thereon? Describe:

7. Will any materials or goods be stored as part of this use? Yes No
If yes, what kind(s) of materials or goods? _____

How much materials or goods? _____

How will it be delivered? _____

How often? _____
Where will it be stored? _____

8. Will equipment (hand tools or large equipment) be used in the operation of this use? Yes No
What kind(s) of tools or equipment? _____

How much equipment? _____

Where will it be stored? _____

9. How many employees will the use generate, if any? _____
10. Will you be disposing of used or waste materials as a result of this use? Yes No
If yes, what materials will be disposed of and how? _____

11. Will you have a sign on your property advertising the use? Yes No
If yes, what is the size and height of the sign(s)? _____

12. Will you be required to obtain any city, county, state and/or federal permits and/or licenses? Yes No
If yes, indicate agency and type: _____

BY MY SIGNATURE BELOW:

- I have carefully read and completed all questions contained within this Conditional Use/Special Use Permit application to the best of my ability.**

- I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commissioners or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.

- I acknowledge that this application may be tabled until a later meeting if either I or my designated representative are not present at the meeting for which this application is scheduled.

- I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

- I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the Staff or the final determination may be by the Regional Planning Commission, City Council or County Commission).

Applicant/Agent _____
(Please print or type)

Mailing Address _____

Street or P.O. Box

City, State, Zip code

Phone (____) _____

SIGNATURE _____

OWNER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I, _____ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed _____

Mailing Address _____

Telephone Number () _____

On this _____ day of _____, _____, before me personally appeared _____, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that s/he executed the same.

Notary Public in and for said County and State