

CONDITIONAL USE PERMIT PROCEDURES

1. All Conditional Use Permit Request are reviewed by the City of Batesville Planning Commission which meets on the last Monday of each month.
2. A completed Conditional Use Permit Request form, tax receipt with brief description of the property and appropriate fee must be submitted to the Code Enforcement Office 12 days prior to the Planning Commission meeting.
3. The Planning Commission will make their recommendation to the Mayor and Board of Aldermen at the first meeting of the City Board following the Planning Commission meeting.
4. The City Board will set a date for a Public Hearing, which will be the first meeting of the following month, and a notice will be published in the local paper in accordance with laws governing public hearings (must publish at least 15 days prior to meeting).
5. Any objections to the proposed Conditional Use Permit may be made by any person either in writing or orally at the public hearing. The Board hears and considers any such objections. The applicant seeking the Conditional Use Permit should be present to express his/her reasons in favor of the Conditional Use Permit.
6. In the case of a protest against the Conditional Use Permit in writing signed by the owners of 20% or more of the area adjacent to the property proposed for the permit, then a favorable vote of 2/3 of all members of the City Board shall be required.
7. The City Board may or may not put conditions on the proposed Conditional Use Permit. Their vote concludes the process.

CONDITIONAL USE PERMIT REQUEST

To: **Mayor and Board of Aldermen of the City of Batesville** Date: _____

Request Made By: _____ Phone: _____

Address: _____

Property Owner: _____

Address: _____

Location to be considered for Conditional Use: _____

Ward: _____ Zone: _____

Conditional Use Description: _____

Page _____ of the Batesville Zoning Ordinance Use Table.

Reason for Request: _____

Note: In support of this request, you must show in detail that the following will be complied with

- Does Not substantially increase traffic hazards or congestion.
- Does Not substantially increase fire hazards.
- Does Not adversely affect the character of the neighborhood.
- Does Not adversely affect the general welfare of the City.
- Does Not overtax public utilities of City facilities.
- Does Not conflict with the comprehensive plan.

Signature of Requester

Signature of Property Owner

FOR CITY USE ONLY

Fee: _____

Date: _____

Approved ()

Denied ()

City Clerk

Mayor