



**TOWN OF MANHATTAN  
CITY-COUNTY PLANNING OFFICE  
P. O. BOX 96  
207 S 6<sup>th</sup> St.  
406-284-3235---FAX 406-284-2090**

**CONDITIONAL USE PERMIT APPLICATION**

-----  
Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances, be acceptable. When such circumstances exist, a Conditional Use Permit may be granted subject to certain conditions. The permit is granted for a particular use and not for a particular person or firm. Conditional Use Permits shall not be granted for a use which is not specifically designated as a conditional use in the subject district regulations of the Manhattan Zoning Ordinance.  
-----

- 1. Name and address of property owner: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- 2. Name and address of applicant/representative: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- 3. Name and Address of Engineer/Architect/Planner: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- 4. Name of project/development: \_\_\_\_\_



**CONDITIONAL USE PERMIT  
SUBMITTAL CHECKLIST**

File No. \_\_\_\_\_

Applicant: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

This checklist shall be completed and returned as part of the submittal. Any item checked "NO" or "N/A" (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant. Twenty (20) copies of the site plan drawn to scale on paper not larger than 24" x 36" which contain the following:

**GENERAL INFORMATION**

1. Location map, including area within 1/2 mile of site. YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
2. Name and mailing address of developer/owner. YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
3. Date of plan preparation and changes. YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
4. North point indicator. YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
5. Suggested scale of 1" to 20', not less than 1" to 100' YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
6. Zoning Classification within 200' YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**SITE PLAN INFORMATION**

1. Boundary line of property with dimensions, YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
2. Location, identification and dimension of the following existing and proposed data, to a distance of 100 feet outside site plan boundary unless otherwise stated;
  - A. Topographic contours at a minimum interval of two feet, or as determined by the Zoning Administrator; YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

- B. Adjacent streets and streets rights of way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- C. On-site streets and rights-of-way; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- D. Ingress and egress points; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- E. Traffic flow on-site; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- F. Traffic flow off-site; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- G. Utilities and utility rights-of-way (Main and service line Locations and sizes); YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- (i) electric, natural electric, natural gas, telephone, Cable TV; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- (ii) water and sewer (sanitary, treated effluent and storm); YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- (iii) off-site fire hydrants; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- H. Building and structures; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- I. Parking facilities, including bike racks; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- J. Water bodies and wetlands; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- K. Surface water holding ponds, streams and irrigation ditches; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- L. Grading and drainage plan; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- M. Significant rock outcroppings YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- N. Sidewalks, walkways, driveways, Loading areas and docks, bikeways; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

- O. Provision for handicapped accessibility, including, but not limited to, wheelchair ramps, parking spaces, and hand rails, and curb cuts; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- P. Fences and walls; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- Q. Exterior signs; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- R. Exterior refuse collection areas; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- S. Exterior lighting; YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
- T. Landscaping, detailed plan. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
3. Number of employee and nonemployee parking spaces, existing and proposed, and total square YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
4. Site statistics including site square footage, nonresidential building square footage, percent of site coverage (building and parking), net dwelling unit density, percent of park or open space. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
5. A reproducible copy of the site plan with appropriate signatures shall be submitted upon approval. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

**BUILDING INFORMATION**

1. Elevation: Building elevation of all exterior walls of the building(s) or structure(s). YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
2. Materials To Be Used: The applicant is encouraged to consider the effect of color in creating a design character that is appropriate for and compatible with the area. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_
3. Height Above Mean Sea Level: Height above mean sea level of the elevation of the lowest floor and location of lot outfall when the structure is proposed to be located in a flood way or flood plain area. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

**PERMITS**

1. A listing of all required and applicable permits and status of applications. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

**REVIEW FEES**

1. Conditional Use Permit application fee must accompany this application. YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

2. After the applicant has met with the Planning Board, all applications for conditional uses, including all required supportive information, shall be filed with the Clerk/Treasurer of the Town Council. Applications shall be accompanied with appropriate filing fee. (Ord. 253, 12-1-1998)