



Conditional Use Permit Required Documents

****Submittals will not be viewed until all items are received****

The purpose of a Conditional Use Permit (CUP) is to allow the establishment of uses which may be suitable only in certain locations in a Zoning District or only when subject to standards and conditions that assure compatibility with adjoining uses. Conditional uses are those uses which are generally compatible with the permitted land uses in a given Zoning District, but which require individual review of their location, design and configuration and the imposition of conditions in order to ensure the appropriateness of the use at a particular location within a given Zoning District.

The following items are required for a CUP Application to be considered administratively complete. Once all documents have been received, you will receive comments within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the request will be placed on the Planning & Zoning Commission meeting agenda for a recommendation, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority.

CUP requests will be reviewed with respect to the Future Land Use Plan and Comprehensive Plan.

Plan Format & General Standards (check if provided; indicate N/A if not applicable)

- Completed Application Form (includes Project Narrative and Criteria for Approval)
- Application Fee (\$500.00)
- Lease agreement and Letter of Acknowledgement from property owner
- Project Narrative shall address the following:
 - Description of proposed use
 - Detailed business for the proposed use and plan
 - Discussion of how the proposed use at the specified location is consistent with the policies embodied in the adopted comprehensive plan
 - Hours of operation
 - Is the proposed use compatible with and preserves the character and integrity of adjacent development and neighborhood and includes improvements either on site or within the public rights-of-way to mitigate development-related adverse impacts, such traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods?
 - How does the proposed use impact vehicular traffic and how would any negative traffic be mitigated?
 - Does other proposed use incorporate roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets?



Plan Format & General Standards Continued (check if provided; indicate N/A if not applicable)

- Does the proposed use incorporate features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties?
- Site Plan and Floor Plan
- A general site plan illustrating the following items:
 - The location of all existing structures on the subject property and on adjoining property
 - Landscaping and irrigation plans
 - Screening or fencing type, details, and locations
 - Labeling of front, side, and rear setbacks
 - Design and location of ingress and egress
 - Off-street parking and loading spaces with calculation
 - Scaled color elevations
 - Proposed structures and uses
 - The location and types of all existing and proposed signs
 - Address of property
 - North Arrow, plan should be oriented so that North is toward the top of page
- Current Survey with Legal Description of property (must extend to centerline of any ROW)
- Tax Receipt showing current paid taxes
- Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee
- Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood

Important Resources

- Planning & Zoning webpage: [Planning Department](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)
- Building Code: [Building Construction Standards](#)
- Electrical Code: [National Electrical Code](#)