



**City of Monmouth  
Conditional Use  
Permit Application**

*For official use only:*

Date: \_\_\_\_\_

Fee: \$ 700.00

Receipt No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

**Applicant:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Phone #

\_\_\_\_\_

E-Mail

\_\_\_\_\_

City State Zip

**Title Holder:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City State Zip

**Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

Tax Lot Number

\_\_\_\_\_

Assessor Map

**Description:**

\_\_\_\_\_

Comprehensive Plan Map Designation

\_\_\_\_\_

Current Zoning

\_\_\_\_\_

Size (acres)

**Procedures:** Conditional use permits are processed in accordance with Monmouth City Code (MCC) Chapter 18.25, "Conditional Uses." In accordance with MCC Section 18.10.010, Conditional use permit applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type II procedures, the Planning Commission conducts a public hearing to review the request. In accordance with MCC Section 18.25.010, the Planning Commission shall have the power to grant Conditional Uses that are specifically listed in the Zoning

Ordinance. The Zoning Ordinance is available at the City of Monmouth website: <http://www.ci.monmouth.or.us/>.

**Approval Criteria**

18.25.030 Conditions for granting a conditional use.

A conditional use may be granted only if the following conditions are found to exist:

1. The conditional use that is requested is listed as a conditional use in the zone in which the subject property is located, or is subject to MCC 18.150.050, Criteria for certain transportation facilities and improvements.
2. Granting of the conditional use will not be materially detrimental to the public welfare or to improvements or residents in the neighborhood of the subject property.
3. Granting of the conditional use will be consistent with the purpose of the zone in which the subject property is located and with the applicable Comprehensive Plan designation and policies.

**Submittals:** To request approval of a Conditional Use permit, submit one electronic copy (pdf format) and five paper copies of the following information:

A. A Site Analysis that describes the following (if applicable):

1. Existing site topography;

2. Identification of areas exceeding 10% slopes;

3. Site drainage, areas of potential flooding;

4. Areas with significant natural vegetation;

5. Existing structures, roadway access and utilities;

6. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.

B. A Site Plan 11 x 17 inches or multiples thereof in size illustrating the following information (if applicable):

1. Proposed grading and topographical changes;

2. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.

3. Vehicular and pedestrian circulation patterns, parking, loading and service areas;

4. Proposed access to public roads and highways, railroads or transportation systems;

5. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Invert elevations may be required for all underground transmission lines;

- 6. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
  - 7. Proposed on premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
  - 8. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site; and
  - 9. A schedule of expected development.
  - 10. A traffic impact analysis if requested by the City Planner.
  - 11. Other appropriate studies and information that may be required by the City Planner to adequately evaluate the project.
- C. A detailed written description of the proposed conditional use and how it meets the conditional use found in MCC 18.25.030.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

Date