



Application #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Public Hearing: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**Application for Conditional Use Permit**  
 Pre-application meeting required per Parkville Municipal Code, Title IV, Section 403.010, Subsection C

**1. Applicant/Contact Information**

**Applicant(s)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Owner(s), if different from applicant(s)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Engineer/Surveyor(s) preparing plans & legal desc.**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Contact Person, if different from applicant(s)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that conditional use in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

**Applicant's Signature (Required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's Signature (Required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. Proposed Conditional Use (see also Checklist of required submittals)**

Proposed use: \_\_\_\_\_ Requested length of permit \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Proposed days and hours of operation: \_\_\_\_\_

**3. Property Information (see also Checklist of required submittals)**

Property address / general location: \_\_\_\_\_  
 \_\_\_\_\_  
 Parcel ID Number: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Present use of the property: \_\_\_\_\_  
 Length of use (or vacancy): \_\_\_\_\_

**4. Neighboring land uses and zoning**

Describe the existing land use and zoning on the surrounding properties:

<u>Existing Land Use</u>	<u>Existing Zoning</u>
North:	North:
South:	South:
East:	East:
West:	West:

**Attach a narrative addressing:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.</li> <li>2. Compliance of any proposed development with the requirements of this code.</li> <li>3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.</li> <li>4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.</li> <li>5. The adequacy of drainage, utilities and other public facilities.</li> <li>6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.</li> </ol> | <ol style="list-style-type: none"> <li>7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.</li> <li>8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.</li> <li>9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations</li> <li>10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.</li> <li>11. Any other information relevant to the application</li> </ol> |
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**5. Checklist of required submittals**

- Completed application, including all required details and supporting data.
- Nonrefundable application fee of \$300.00. Separately, the applicant will be billed to recover costs for required publication, posted and mailed notice per Parkville Municipal Code, Title IV, Section 403.010, Subsection E.
- Complete written and graphical legal description of subject property in paper and electronic formats, an area map showing the subject property and surrounding major features including roads.
- Three (3) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the site plan showing property boundaries, existing and proposed topography, structures, parking utilities, landscaping, signage, facades and other site features related to the proposed CUP.
- Authorized signature of the applicant and property owner.

**For Office Use Only**

Application accepted as complete by: \_\_\_\_\_ Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Application fee payment: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Final reimbursable costs paid (if applicable). Date of Action: \_\_\_\_\_

**Planning Commission Action:**  Approved  Approved with Conditions  Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_

**Board of Aldermen Action:**  Approved  Approved with Conditions  Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_