



102 3rd Avenue SE
 Jamestown, ND 58401
 Office: 701-252-5900
 Fax: 701-252-5903

APPLICATION FOR SPECIAL USE PERMIT

Applicant:			
Name:		Mailing Address:	
Telephone:		E-mail Address:	
Property Owner (If Different than Applicant):			
Name:		Mailing Address:	
Telephone:		E-mail Address:	
Contact Person/Agent:			
Name:		Mailing Address:	
Telephone:		E-mail Address:	
Property Information:			
Legal description of property (lot, block, addition):			
Property Street Address:			
Existing Zoning:		Proposed Zoning:	
Existing Use:		Proposed Use:	
Acreage:		Number of Lots:	
Brief description of special use permit, including reason(s) for the request:			
Reason for denial of building permit:			

This application is filed complete with the submittal of the required elements. I certify that all of the property owners of the lots or parcels of land described have signed or ratified this application.

 (Applicant's Signature) (Date)

 (Owner's Signature, if different) (Date)

 (Additional Owner's Signature, if applicable) (Date)

Submittal Requirements

	Submitted:	Not Applicable:
Site Plan displaying lot size, present structure or uses, proposed structure or uses and measurement to lot lines and object of identification		

§12 –Zoning Administrator ; permits; plats

D. *Special use permit.* A special use permit shall be applied for an issued for such buildings and uses as are permitted herein for various districts only after securing such a special use permit. The zoning administrator shall receive such applications, shall refer them to the city council for approval and upon approval, shall issue special use permits after securing written agreements or other required assurance of faithful observance of such conditions as may have been established in the council's action.

City Hall Use Only					
Date Application was Received:				Received By:	
Application Complete:	Yes:		No:		
Approval					
Date of Planning & Zoning Committee Meeting:					
Date Resolution was Approved:					

Special Use Permit

Week 1

- Pre-Application Meeting

Week 4

- Submit Application
- Review Application for compatibility with Land Use Plan and accuracy of property description

Weeks 3

- Submit application to the Building, Planning, and Zoning Committee

Week 2

- Application Reviewed at a Building, Planning, and Zoning Committee Meeting

City Council Hearing

- Resolution for the approval of the Special Use Permit is presented at a City Council Hearing
- Resolution is adopted or the application is denied