



**- CONDITIONAL USE PERMIT -
(CUP)
SUPPLEMENTAL APPLICATION FORM**

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OFFICE USE ONLY

Application No: LUP _____ Is a Master Land Use Application form attached? Yes No

If no, do not accept this form.

Name of Applicant or Project: _____

Definition:

A *conditional use permit* is defined as “permit granted by the city, after review at a public hearing pursuant to NMC Title 19, to locate a permitted use on a particular property subject to conditions placed on the permitted use to ensure compatibility with nearby land uses.” (NMC 18.06.123)

Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.

Pre-application Conference:

As a Type III application, has a pre-application conference been held with the City of Newcastle within the past 12 months pertaining to this proposal as required by NMC 19.09.010(A)?

Yes No*

If no, do not submit this application; apply for a pre-application conference.

Date of Pre-application Conference: _____
month date year

Does this proposal reflect the comments provided by the City at the pre-application conference? Yes No

If you answered “No” to the above question, please explain:

CUP Request:

Please describe the requested use for which the conditional use permit is requested (attach additional sheet if necessary):

Additional Required Submittals: Please respond to the following questions and confirm that the related materials and information are included with this variance application:

Site Location: Does the conditional use pertain to new development on the site, or to existing development (check appropriate box)?

- New development Existing development

If existing development, describe the building, tenant space or area of the site where the proposed use will be located:

Associated Development Applications: Is an associated site development application submitted concurrent with this application? Yes No

If yes, to which of the following development applications does this CUP application pertain?

- Site Plan Review
 - Preliminary Plat
 - Binding Site Plan
 - Residential Condominium Binding Site Plan
 - Other (describe) _____
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CUP Statement Letter:

This application requires that you include a statement letter addressing the decision criteria for a conditional use permit as defined in NMC 18.44.050 and as stated below. Is a statement letter (narrative) addressing the CUP criteria submitted with this application? Yes No*

CUP Decision Criteria (NMC 18.44.050):

- A. The conditional use is designed in a manner which is compatible with the character and appearance with the existing or proposed development in the vicinity of the subject property;
 - B. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties;
 - C. The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property;
 - D. Requested modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this title;
 - E. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood; and
 - F. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities.
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Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature: _____ Date: _____