



# CITY OF ELKO PLANNING DEPARTMENT

1751 College Avenue \* Elko \* Nevada \* 89801

775) 777-7160 phone \* (775) 777-7219 fax

## APPLICATION FOR CONDITIONAL USE PERMIT APPROVAL

**APPLICANT(s):** \_\_\_\_\_  
(Applicant must be the owner or lessee of the **proposed** structure or use.)

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NO. (Home)** \_\_\_\_\_ **(Business)** \_\_\_\_\_

**NAME OF PROPERTY OWNER (If different):** \_\_\_\_\_  
(Property owner's consent in writing must be provided.)

**MAILING ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION AND LOCATION OF PROPERTY INVOLVED (Attach if necessary):**

**ASSESSOR'S PARCEL NO.:** \_\_\_\_\_ **Address** \_\_\_\_\_

**Lot(s), Block(s), &Subdivision** \_\_\_\_\_

**Or Parcel(s) & File No.** \_\_\_\_\_

### FILING REQUIREMENTS

**Complete Application Form:** In order to begin processing the application, an application form must be complete and signed. *Complete* applications are due at least 21 days prior to the next scheduled meeting of the Elko City Planning Commission (meetings are the 1<sup>st</sup> Tuesday of every month).

**Fee:** A \$750.00 non-refundable fee.

**Site Plan and Other Information:** The application shall be full and complete and shall be accompanied by a detailed site plan showing all information necessary to demonstrate that the proposed use will comply with special conditions as well as other regulations and requirements of this chapter. If the property is developed, the application shall include a site plan prepared by a properly licensed surveyor depicting the proposed conditional use permit site, drawn to scale and showing property lines, existing and proposed buildings, building setbacks, distances between buildings, parking and loading areas, driveways and other information needed to demonstrate that the proposed use will be compliant with this Code. If the property is not developed, the application shall include a site plan provided by a properly licensed design professional, drawn to scale and showing property lines, proposed buildings, building setbacks, parking and loading areas, driveways and other information needed to demonstrate that the proposed use will be compliant with this Code. In addition the applicant shall furnish the Planning Commission any additional information it may consider relevant to its investigation of the application. **Elevation Plan:** Elevation profiles, including architectural finishes, of all proposed structures or alterations in sufficient detail to explain the nature of the request.

**Note:** One .pdf of the entire application must be submitted as well as one set of legible, plans. If the applicant feels the Commission needs to see 24" x 36" plans, 3 sets of pre-folded plans must be submitted.

**Other Information:** The applicant is encouraged to submit other information and documentation to support this conditional use permit application.

1. Current zoning of the property: \_\_\_\_\_

2. Cite the provision of the Zoning Ordinance that requires the requested Conditional Use Permit for the proposed use: \_\_\_\_\_

\_\_\_\_\_

3. Explain in detail the type and nature of the use proposed on the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Explain how the use is and/or is not compatible with other properties and uses in the immediate area: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe any unique features or characteristics (e.g. lot configuration, storm drainage, soil conditions, erosion susceptibility, or general topography) which may affect the use of the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe the general suitability and adequacy of the property for the proposed use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe in detail the earthwork that will be performed in connection with the proposed development, to include grading, excavation, terracing and drainage: \_\_\_\_\_

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8. Describe the amounts and type of traffic likely to be generated by the proposed use: \_\_\_\_\_

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9. Describe the means and adequacy of off-street parking, loading and unloading provided on the property: \_\_\_\_\_

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10. Describe the type, dimensions and characteristics of any sign(s) being proposed: \_\_\_\_\_

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11. Identify any outside storage of goods, materials or equipment on the property associated with the proposed use: \_\_\_\_\_

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12. Identify any accessory buildings or structures associated with the proposed use on the property: \_\_\_\_\_

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**(Use additional pages if necessary to address questions 3 through 12)**

**By My Signature below:**

I consent to having the City of Elko Staff enter on my property for the sole purpose of inspection of said property as part of this application process.

I object to having the City of Elko Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the staff or the final determination made by the City Planning Commission or the City Council, but may limit the information available to Staff in making its recommendation.)

I acknowledge that submission of this application does not imply approval of this request by the City Planning Department, the City Planning Commission and the City Council, nor does it in and of itself guarantee issuance of any other required permits and/or licenses.

I acknowledge that this application may be tabled until a later meeting if I am not present or represented at the meeting for which this application is scheduled.

I have carefully read and completed all questions contained within this application to the best of my ability.

**Applicant / Agent** \_\_\_\_\_  
(Please print or type)

**Mailing Address** \_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**File No.:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

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