

# APPLICATION FOR CONDITIONAL USE PERMIT (CUP)

## Ralls County, Missouri Planning & Zoning

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

- Date Filed: \_\_\_\_ / \_\_\_\_ / 20\_\_
  - Fee Paid: \$\_\_\_\_\_ (Non-Refundable)
  - Current Zoning District: \_\_\_\_\_
  - Hearing Date: \_\_\_\_ / \_\_\_\_ / 20\_\_
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### I. APPLICANT & PROPERTY OWNER INFORMATION

#### 1. Applicant Details

- Name / Company: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### 2. Property Owner Details (*If different from Applicant*)

- Name / Company: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - City, State, Zip: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
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### II. PROPERTY & SITE DESCRIPTION

- Property Address / Location: \_\_\_\_\_
  - Parcel Identification Number (PIN): \_\_\_\_\_
  - Legal Description: (*Attach full legal description if necessary*)  
\_\_\_\_\_
  - Total Acreage / Lot Size: \_\_\_\_\_
  - Existing Use of Property: \_\_\_\_\_
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### III. PROPOSED CONDITIONAL USE

- **Specific Requested Use:** \_\_\_\_\_
- **Detailed Project Narrative:** *(Describe what you plan to do, structures to build, number of employees, operating hours, traffic expectations, and general operations. Attach separate sheets if needed).*

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### IV. COMPLIANCE & EVALUATION CRITERIA

Per standard zoning laws in Missouri, an applicant must demonstrate that the proposed conditional use complies with certain community standards. Please explain how your project meets the following principles:

1. **Public Convenience and Necessity:** Explain how this request serves a local need or community benefit.
  - \_\_\_\_\_
2. **Neighborhood Compatibility:** Detail how your project prevents injury to the value, use, or quiet enjoyment of adjoining properties.
  - \_\_\_\_\_
3. **Infrastructure Support:** State your plans for handling public utilities (water, wastewater, electricity) and ensuring local road capacities are not over-burdened.
  - \_\_\_\_\_

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### V. MANDATORY SUBMISSION CHECKLIST

Your application will be deemed incomplete and returned if the following items are not checked and attached:

- **Completed and Signed Application Form**
- **Application Fee** *(Contact Ralls County P&Z for the exact current schedule)*
- **Proof of Ownership** *(Copy of Warranty Deed or current tax receipt)*

- **Certified Plot Plan / Site Plan:** Showing all property lines, dimensions, exact placement of existing and proposed structures, setbacks, parking areas, utility connections, and entrances.
  - **Wastewater Management Plan:** Proof of capability or approved Application for Wastewater Permit if applicable.
  - **1000-Foot Certified Property Owners List:** A certified list obtained from Accurate Land Title office in Hannibal, Missouri listing all property owners whose land falls within **1,000 feet** of any boundary line of the subject property.
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## VI. SIGNATURES AND ACKNOWLEDGMENTS

*I hereby certify that all information provided in this application is true and correct to the best of my knowledge. I understand that the Ralls County Planning and Zoning Commission will hold a public hearing regarding this request and that I (or my designated representative) must be present at the hearing. I further understand that failure to comply with any conditions imposed by the County Commission may result in the immediate revocation of this permit.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
(Required if applicant is not the owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20.

[ ] APPROVED: The application for a Conditional Use Permit is hereby **APPROVED**, subject to compliance with the following regulations, conditions, and requirements:

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[ ] DENIED: The application for a Conditional Use Permit is hereby **DENIED** following a public hearing held on this date.

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John W. Lake  
Presiding Commissioner

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Junior Muehring  
Eastern Commissioner

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John Wieczorek  
Western Commissioner