# Conditional Use Application

File Name: _____

File Number: _____

Date Stamp

Applicant is seeking a Conditional Use, per the Code of the City of Milford:

Chapter_____, titled _____, section _____, subsection _____, which states:

A Land Use Application for a Conditional Use is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

| REQUIRED ITEMS | For Staff Use ONLY | |
|---|---|---|
| | Verified | Waived |
| ☐ 1. Land Use Application Cover Sheet. | | |
| ☐ 2. A full legal description of the property, including the tax map and parcel number. | | |
| ☐ 3. A written summary of the proposal, including the goals of the proposal, the section(s) of the City of Milford Code which require approval of the application, and the relationship of the arrangement of building and other structures, parking and landscaping to those goals and to development and use of adjoining properties. | | |
| ☐ 4. A written description of the proposed use of the site, including hours of operation, number of employees, and any proposed storage or use of hazardous materials, if applicable. | | |
| ☐ 5. A summary table of project statistics, including site area, building coverage, impervious surface, required and proposed parking, etc. | | |
| ☐ 6. Thirty-eight folded copies of a site plan (5 copies no smaller than 24" x 36" and 33 copies no larger than 11" x 17") showing: | | |
| A. Date, scale and north arrow; | | |
| B. Existing and proposed right-of-ways and improvements; | | |
| C. Existing natural features; | | |
| D. Existing and proposed utilities; | | |
| E. Existing and proposed structures and other improvements; | | |
| F. The location of parking for the proposed use; | | |
| G. All structures, natural features and other improvements on abutting property. | | |
| ☐ 7. A landscaping plan showing existing and proposed landscaping, fencing and buffering. | | |
| ☐ 8. Application fee. | | |

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

**FOR STAFF USE ONLY**

| | DAC | Planning Commission | City Council | BOA |
|---|---|---|---|---|
| | | | | n/a |
| Owner | | | | |
| Contact | | | | |
| Applicant | | | | |

*REVISED: 01.2014*