



City of Willard

Application Date \_\_\_\_\_

Application Fee \$100.00

**APPLICATION  
CONDITIONAL USE PERMIT**

We, the undersigned, request that the City of Willard, Missouri Board of Aldermen approve a conditional use permit for the tract of land as described in this application. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising and mail notification costs for the public hearings as required by the *Willard Land Development Regulations*. The City of Willard is authorized to prepare and publish all required legal advertising, and mail notifications, the cost of which is to be billed to the name listed below.

Legal Description of Property (attach additional sheet if necessary) \_\_\_\_\_

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

Street Address of Property \_\_\_\_\_

Current Zoning Classification of Property \_\_\_\_\_

Current Use of Property \_\_\_\_\_

Conditional Use Requested \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

If Corporation, Corporate Official and Seal \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE:**

\_\_\_\_\_

Applicant's Name (if different than property owner): \_\_\_\_\_

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this application. A power of attorney is attached.

Name \_\_\_\_\_

If Corporation, Corporate Official and Seal \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant's Signature:  
\_\_\_\_\_

Indicate the applicant's legal interest in the property: \_\_\_\_\_  
\_\_\_\_\_

**BILL LEGAL ADVERTISING AND MAIL NOTIFICATION COSTS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Attach to the conditional use permit application written responses to the following questions:

1. Provide evidence how the proposed conditional use will comply with the applicable standards in the *Willard Land Development Regulations*, Article III, Section 400.330 (see Attachment A).
2. If the proposed conditional use is a telecommunication tower, also provide information as required in the *Willard Land Development Regulations*, Section 400.600 and Section 400.330(H) (see Attachment B).
3. Indicate how the proposed conditional use is to be designed, arranged and operated in order to ensure that development and use of neighboring property in accordance with the applicable zoning district regulations will not be prevented or made unlikely, and that the value, use and reasonable enjoyment of such property will not be impaired or adversely affected.
4. Identify any potentially adverse effects that may be associated with the proposed conditional use, and the means proposed to avoid or minimize such effects.
5. Indicate the hours of operation of the proposed conditional use.

Attach a site plan as required by the *Willard Land Development Regulations*, Article XIV, Section 400.1160.

**APPLICATION CHECKLIST  
CONDITIONAL USE PERMIT  
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a complete conditional use permit application. The application must be complete or this case will not be processed. Applications must be filed with the City Clerk's Office by 4:00 p.m. at least 30 working days before the date of the Planning and Zoning Commission hearing at which the application will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

<b>APPLICATION FORM:</b>	
	Provide the legal description of the tract of land for which a conditional use permit is requested. Attach this on an additional sheet if necessary.
	List the street address of the property.
	List the current zoning classification of the property and indicate the current use of the property.
	Describe the proposed conditional use.
	Attach answers to Questions 1, 3, 4, and 5 for all conditional uses. See Attachment A for information to be provided for Question 1.
	If the proposed conditional use is a telecommunication tower, also attach answers to Question 2. See Attachment B for information to be provided for Question 2.
	List the property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
	Property owner must sign the application.
	If the applicant is different than the property owner, list the applicant's name, address and telephone number. If a corporation, list the corporate official and include the corporate seal. The applicant must provide a power of attorney with the application.
	Identify the applicant's legal interest in the property.
	The applicant must sign the application form.
	List the name and address for billing the legal advertising and mail notices for the public hearings.
<b>APPLICATION FEE:</b>	
	Include the \$100.00 application fee. Applicant also responsible for advertising and notification costs for public hearing.
<b>PROPERTY OWNERS NOTIFICATION:</b>	
	Provide a list of property owners' names and addresses within 185 feet of the subject property that has been compiled from the records of the Greene County Assessor's Office or prepared by a title company authorized to issue title policies in the State of Missouri.
	Provide an addressed, stamped (not metered) business envelope for every property owner listed on the property owners' list.
<b>SITE PLAN:</b>	
	Submit fifteen (15) copies of a site plan for the proposed conditional use with your application. See <i>Willard Land Development Regulations</i> , Article XIV, Section 400.1160, for site plan contents.
<b>Note: The Planning and Zoning Commission shall not forward its recommendation to the Board of Aldermen when the applicant or applicant's agent does not appear at the hearing before the Commission to provide evidence regarding the request for a conditional use permit. Final action on any case shall not be taken until the applicant has reimbursed the City of Willard for all advertising and notification costs.</b>	

**Submit Applications To:**  
Willard City Hall  
224 W. Jackson, PO Box 187  
Willard, MO 65705  
(417) 742-3033

