

**APPLICATION FOR CONDITIONAL USE PERMIT**

Board of Adjustments  
City of Richmond  
Madison County, Kentucky

Nonrefundable Fee: \$ \_\_\_\_\_

Submittal Date: \_\_\_\_\_

The undersigned requests a conditional use permit for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in the application and any conditions or safeguards required by the Board. If this use is discontinued for a period of more than six (6) months, this permit shall automatically expire.

- 1. Name of Applicant: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_
- 3. Phone Number: Home: \_\_\_\_\_ Business: \_\_\_\_\_
- 4. Property Address: \_\_\_\_\_
- 5. Legal Description: Deed Book #: \_\_\_\_\_ Plat Book #: \_\_\_\_\_
- 6. Existing Use: \_\_\_\_\_
- 7. Zone Classification: \_\_\_\_\_
- 8. Description of Conditional Use: \_\_\_\_\_  
\_\_\_\_\_
- 9. Supporting information: Please refer to the check list below for all documents that need to be included with this application.

-----**Conditional Use Permit Check List**-----

**\*\*Note: Please provide 10 copies of the application and all supporting information. All documents listed below MUST be included and turned in with the application on or before the deadline; in order for the application to be viewed by the Board of Adjustments. If no one is present at the meeting to represent your item on the agenda the item will be tabled and moved to the next month's meeting!\*\***

- Application-** Submit this page with everything listed below.
- Deed Submittal w/ Check-** Provide a copy of the recorded deed from the Madison County Courthouse for the property requesting the conditional use. **(Please only provide 1 copy )** A **\$16.00** check or cash made out to the Madison County Clerk should accompany your deed. The check or cash should be separate from your application fee. If your request is turned down by the Board the Planning and Zoning Clerk will contact you to return your money.
- Plan Submittal-** Attach a plan for the purpose use showing the location of buildings, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, yards, and refuse and service areas.
- Narrative Statement-** Attach a narrative statement relative to the above requirements and also explain the economic, noise, glare, and odor effects on adjoining property and the general compatibility with adjacent and other properties in the district.

*I certify that I have attached all necessary information listed above and its supplements is true, correct and in full. I certify that I or an approved knowledgeable representative will be present at the Board of Adjustments Meeting.*

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

**\*\*The Richmond Planning and Zoning Department and the Board of Adjustments have the right to request additional information on the variance or change the application at anytime.\*\***

