

**TOWN OF MANHATTAN  
CITY-COUNTY PLANNING OFFICE  
P. O. BOX 96  
120 WEST MAIN  
406-284-3235—FAX 406-284-6363**

**CONDITIONAL USE PERMIT APPLICATION**

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Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances, be acceptable. When such circumstances exist, a Conditional Use Permit may be granted subject to certain conditions. The permit is granted for a particular use and not for a particular person or firm. Conditional Use Permits shall not be granted for a use which is not specifically designated as a conditional use in the subject district regulations of the Manhattan Zoning Ordinance.

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1. Name and address of property owner: \_\_\_\_\_

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

2. Name and address of applicant/representative: \_\_\_\_\_

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

3. Name and Address of Engineer/Architect/Planner: \_\_\_\_\_

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

4. Name of project/development: \_\_\_\_\_

5. Address of proposed development: \_\_\_\_\_

6. Legal description: \_\_\_\_\_

7. Current Zoning \_\_\_\_\_ Land Area \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres.

8. Describe the proposed development (use additional sheets if necessary): \_\_\_\_\_

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

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

**CONDITIONAL USE PERMIT  
SUBMITTAL CHECKLIST**

File No. \_\_\_\_\_

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

Subject Property Address: \_\_\_\_\_

This checklist shall be completed and returned as part of the submittal. Any item checked "NO" or "N/A" (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant. Twenty (20) copies of the site plan drawn to scale on paper not larger than 24" x 36" which contain the following:

**1. GENERAL INFORMATION**

- a. Name of project/development. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- b. Location of project/development by street address. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- c. Location map, including area within one half (½ ) mile of site. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- d. Name and mailing address of developer/owner. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- e. Name and address of engineer/architect, landscape architect and/or planner. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- f. Date of plan preparation and changes. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- g. North point indicator. YES\_\_\_ NO\_\_\_ N/A \_\_\_
- h. Suggested scale of 1" to 20', not less than 1" to 100' YES\_\_\_ NO\_\_\_ N/A \_\_\_
- i. Zoning Classification within 200' YES\_\_\_ NO\_\_\_ NA \_\_\_

**2. SITE PLAN INFORMATION**

- a. Boundary line of property with dimensions, YES\_\_\_ NO\_\_\_ N/A \_\_\_
- b. Location, identification and dimension of the following existing and proposed data, to a distance of 100 feet outside site plan boundary unless otherwise YES\_\_\_ NO\_\_\_ N/A \_\_\_

stated

1. Topographic contours at a minimum interval of two feet, or as determined by the Zoning Administrator; YES\_\_\_ NO\_\_\_ N/A \_\_\_
2. Adjacent streets and streets rights of way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet; YES\_\_\_ NO\_\_\_ N/A \_\_\_
3. On-site streets and rights-of-way; YES\_\_\_ NO\_\_\_ N/A \_\_\_
4. Ingress and egress points; YES\_\_\_ NO\_\_\_ N/A \_\_\_
5. Traffic flow on-site YES\_\_\_ NO\_\_\_ N/A \_\_\_
6. Traffic flow off-site;
7. Utilities and utility rights-of-way and/or easements. (Main and service line Locations and sizes);  
(a) electric, natural electric, natural gas, telephone, Cable TV YES\_\_\_ NO\_\_\_ N/A\_\_\_  
(b) water and sewer (sanitary, treated effluent and storm); YES \_\_\_ NO\_\_\_ N/A\_\_\_  
(c) off-site fire hydrants; Yes-no\_\_\_ N/A\_\_\_
8. Building and structures; YES\_\_\_ NO\_\_\_ N/A\_\_\_
9. Parking facilities, including bike racks; YES\_\_\_ NO\_\_\_ N/A \_\_\_
10. Water bodies and wetlands; YES\_\_\_ NO\_\_\_ N/A \_\_\_
11. Surface water holding ponds, streams and irrigation ditches; YES\_\_\_ NO\_\_\_ N/A \_\_\_
12. Grading and drainage plan; YES\_\_\_ NO\_\_\_ N/A \_\_\_
13. Significant rock outcroppings YES\_\_\_ NO\_\_\_ N/A \_\_\_
14. Sidewalks, walkways, driveways, Loading areas and docks, Bikeways; YES\_\_\_ NO\_\_\_ N/A \_\_\_

- 15. Provision for handicapped accessibility, including, but not limited to, Wheelchair ramps, parking spaces, and hand rails, and curb cuts; YES\_\_\_ NO\_\_\_ N/A \_\_\_
- 16. Fences and walls; YES\_\_\_ NO\_\_\_ N/A \_\_\_
- 17. Exterior signs; YES\_\_\_ NO\_\_\_ N/A\_\_\_
- 18. Exterior refuse collection areas; YES\_\_\_ NO\_\_\_ N/A\_\_\_
- 19. Exterior lighting; YES\_\_\_ NO\_\_\_ N/A\_\_\_
- 20. Landscaping, detailed plan YES\_\_\_ NO\_\_\_ N/A\_\_\_

c. Number of employee and nonemployee parking spaces, existing and proposed, and total square footage of each.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

d. Site statistics including site square footage, nonresidential building square footage, percent of site coverage (building and parking), net dwelling unit density, percent of park or open space.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

e. A reproducible copy of the site plan with appropriate signatures shall be submitted upon approval.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

**3. BUILDING INFORMATION (ON-SITE):**

a. Elevation: Building elevation of all exterior walls of the building(s) or structure(s).

YES\_\_\_ NO\_\_\_ N/A\_\_\_

b. Materials To Be Used: The applicant is encouraged to consider the effect of color in creating a design character that is appropriate for and compatible with the area.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

c. Height Above Mean Sea Level: Height above mean sea level of the elevation of the lowest floor and location of lot outfall when the structure is proposed to be located in a flood way or flood plain area.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

**4. PERMITS:**

A listing of all required and applicable permits and status of applications.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

**5. REVIEW FEES:**

1. Conditional Use Permit application fee must accompany this application.

B. Filing of Application; Fee: After the applicant has met with the Planning Board, all applications for conditional uses, including all required supportive information, shall be filed with the Clerk/Treasurer of the Town Council. Applications shall be accompanied with appropriate filing fee. (Ord. 253, 12-1-1998)