

SITE CONDOMINIUM APPLICATION

Application for Planning Commission Public Hearing and Project Review

1. Applicant Name: _____
Address: _____
Telephone: (HOME) _____ (BUS.) _____
Applicant's interest in property: _____
2. Owner Name (if different from above): _____
3. Request:
 Rezoning Special Land Use Plat
 Site Plan Review PUD Site Condominium
 Other
Project Description: _____
4. Address of Property: _____
5. Legal Description: _____

6. Current Zoning: _____ Proposed Zoning: _____
7. Size of Parcel: _____
8. Applicant's Signature: _____ (DATE) _____
9. Property Owner's Signature: _____ (DATE) _____

OFFICE USE ONLY

Application #: _____ Date(s) Advertised: _____

Fees Paid: _____ Date of Meeting: _____
(COMM.) _____ (COUNCL) _____
Action Taken by Commission: _____
Action Taken by Council: _____

SITE CONDOMINIUM PROCESS

I. Items to be Submitted

A request for a site condominium shall be made to the Zoning Officer. The following information is required.

___ Application
___ Fee

The application fees cover the cost of reviewing the preliminary and final site condominium plan. The escrow fee covers the cost of services provided by professional consultants retained by the City to assist in reviewing the plan.

II. Meeting Dates

The City Council meets on the first Tuesday of each month at 7:00 P.M. at the City offices.

The City Planning Commission meets on call after receiving an application. All meetings are held in the City offices.

III. Application Submittal

An application for preliminary site condominium plan approval must be submitted at least four weeks prior to the meeting at which the Planning Commission considers the application.

IV. Application Procedures

Preliminary Plans

- (1) The sub-divider must submit a written application, review and escrow fees, and at least 12 copies of the preliminary plan to the Zoning Officer at least four weeks before a meeting of the Planning Commission. The preliminary plan must be prepared in accordance with Section 5A.155(4) of the City Zoning Ordinance and Section 2.02 of the City Plat Development Ordinance.
- (2) The Clerk in conjunction with the Chair of the Planning Commission, shall determine a date for consideration of the preliminary plan by the Commission.
- (3) Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 10 days before the date of the public hearing.
- (4) The Planning Commission reviews the preliminary plan in accordance with the requirements of Article 13A of the City Zoning Ordinance and if it meets all requirements, shall forward the plan to the City Council with its recommendation. If the preliminary plan does not meet all requirements, the Planning Commission will notify the subdivider, giving the earliest date for resubmission of the plan.
- (5) The applicant shall revise the preliminary site condo plan and submit 12 copies of the final site condominium plan to the Zoning Officer for review by the City Council.
- (6) The Council may approve, deny or approve with conditions the final plan in accordance with the standards of the Site Condominium Ordinance and the City's Plat Development Ordinance. The

Council may require a cash deposit, certified check or irrevocable letter of credit acceptable to the Council covering the estimated cost of the proposed improvements.

- (7) Following approval of the final site condominium plan, the plan must be signed by the City Clerk and Mayor.
- (8) The applicant may proceed to construct the site condominium provided all conditions imposed by the Council have been complied with and all approvals have been obtained from the City Engineer and other applicable government agencies.
- (9) A copy of the site condominium Master Deed shall be provided to the City Clerk within 10 days of recording this document with the County Register of Deeds.