

# VILLAGE OF ATHENS

## PROCEDURE FOR CONDITIONAL USE PERMIT

(Reference Ordinance 480)

1. A written application must be submitted. Forms are available in the Village Clerk's office. A non-refundable charge of \$300 must be submitted with the application. This fee pays the costs of publications and meeting expenses. Please note the submission of application fee does not guarantee approval.
2. The Plan Commission schedules meetings as necessary to respond to zoning applications. The Commission will review the request, taking action within thirty (30) days. If proper information is presented by the applicant, the Plan Commission is often able to make a decision and recommendation to the Village Board at this initial meeting. (The applicant or a representative must attend this Plan Commission meeting.)
3. There will be a notice for a hearing published in the Record Review with publication to be at least one week before the hearing. In addition, notice must be sent at least ten (10) days prior to the date of the hearing to:
  - The applicant
  - Zoning Administrator
  - Members of the Village Board
  - Members of the Plan Commission
  - Owners of property within one hundred (100) feet of the boundaries of the properties affected.
4. A Public Hearing is held. The applicant or a representative must attend.
5. The Village Board may take action at their next Regular Board meeting on the proposed Conditional Use as recommended by the Plan Commission.

**VILLAGE OF ATHENS**  
**APPLICATION FOR CONDITIONAL USE PERMIT**

*Reference Ordinance 480*

**NOTE: Applicant or a representative must be present at the Plan Commission meeting for action to be taken.**

Name of person requesting Conditional Use: \_\_\_\_\_

Name of business (if applicable): \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Owner(s) of property (if different from above): \_\_\_\_\_

Address and description of property: \_\_\_\_\_

Zoning classification: \_\_\_\_\_ -- \_\_\_\_\_

Reason for Conditional Use: \_\_\_\_\_

**Attachments:**

Sketch of property/building with applicable dimensions showing area of proposed conditional use (please include dimensions)

\$300.00 fee (application fee does not guarantee that approval will be granted)

*The Plan Commission meets as needed within 30 days of receipt of application. (Meeting date and time may vary based on Plan Commission member's availability.)*

**Office Use Only:**

Legal description of property: \_\_\_\_\_

Tax key number: . \_\_\_\_\_

Dates of Publication: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Application and \$300.00 received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by \_\_\_\_\_