

**CITY OF BERLIN**  
**REQUEST FOR CONDITIONAL USE PERMIT**

- This application shall be fully completed and submitted with the \$200 fee before the Zoning Department will begin to process your application. Incomplete applications will be returned to you.
- Completed applications must be received by the 1st working day of the month in order to schedule a public hearing on your proposal at the Zoning Meeting to be held the end of the month.
- The Zoning Department will publish a notice in the newspaper and notify all landowners within 300 feet of the property you're proposing a conditional use as to what you're proposing and where a public hearing will be conducted on your proposal. It's advisable that you contact adjacent landowners in advance of the hearing to inform them of your intentions to help clarify any concerns.

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Applicant's Address: \_\_\_\_\_

Owner(s) of Property: \_\_\_\_\_ Address of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**Answer these questions to help explain your request**

1. Proposed Conditional Use (describe the main activities and equipment to be used):

2. Hours / Days of Operation:

3. Number of Employees:

4. Will your request increase the percentage of impervious surface on the subject property? If yes, please quantify the amount of impervious surface to be created or mitigation measures to be implemented to reduce erosion potential to adjoining property.

5. Will your request have an adverse effect on public health. If yes, please explain.

6. Will your request have an adverse effect the established character and quality of the area. If yes, please explain.

7. Will your request have an adverse effect on existing public roadway in your neighborhood. If yes, please explain the volume of traffic you anticipate.

8. Will your request create harmful or nuisance effects that include noise, dust, smoke, odor, or other factors. If yes, please explain.

9. Will your request involve an excavation on the subject property? If yes, please include map indicating pre-construction and post-construction drainage patterns and erosion control.

A site plan shall be submitted with the request. The site plan shall include: all structures on subject property (length, width, height, and setbacks), public roads, driveways, parking areas, wetlands, floodplains, navigable waterway, and property boundary.

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for staff of the City of Berlin Zoning Department to enter onto the property on which the conditional use is being proposed by this application during daylight hours to collect information relative to my proposal. I further agree to withdraw this application if substantive false or incorrect information has been included. I also understand that the \$200 fee is nonrefundable once a public hearing has been conducted on my proposal.

Petitioner/Agent Signature: \_\_\_\_\_

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

Conditional Use Permit Fee \$200.00 - Fee must accompany this appeal payable to the City of Berlin

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FOR OFFICE USE ONLY

Meeting advertised \_\_\_\_\_ Date of Commission Meeting \_\_\_\_\_ Board of Appeal

Decision: Approve / Deny

Special Conditions: \_\_\_\_\_

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