



CONDITIONAL USE PERMIT APPLICATION

Conditional Use Permit (CUP)?

The City of Yukon Ordinance requires a Conditional Use Permit (CUP) for certain uses of land and or types of businesses which are not allowed as a matter of right in a particular zoned district.

Approval of a Conditional Use Permit requires a public hearing before the Planning Commission. Notice of the hearing is mailed to property owners within a quarter (1/4) mile of the affected property or area. Oklahoma State law requires twenty (20) days' notice of the public hearing by publication in a newspaper of general circulation in the City of Yukon.

What are the submittal requirements for a Conditional Use Permit?

The application package for a Conditional Use Permit includes the following:

**** A submitted application will be considered incomplete until all of the below is submitted with a completed application form.***

- ☐ Completed and signed Conditional Use Permit Application
- ☐ Transmittal/Submittal Letter
- ☐ Filing Fee \$200.00 (Cash or Check: all checks made out to City of Yukon)
- ☐ One (1) copy of a certified property owners list of all property within a quarter (1/4) of a mile of the property.
- ☐ Elevation of the site with building height, materials & roof top design.
- ☐ Legal description of property
- ☐ Plot Plan or site plan (including, existing & proposed development, with building foot prints, parking stalls, aisles, loading & unloading area and docks with truck turning radii, driveways, curb cuts, commercial landscaping, fencing, retaining walls, signage, lighting, dumpster location & screening, adjacent streets, sidewalks, building setbacks) ***One copy of the site plan at 11 x 8.5.***
- ☐ Any drawings or other supporting material (photographs, brochures, etc.)
- ☐ Statement as to the proposal and purpose of the requested conditional use permit.
- ☐ Publication Fee \$200.00 (Cash or Check: all checks made out to City of Yukon)

Procedure:

The request is considered at a public Planning Commission Meeting the second Monday of every month unless otherwise noted. Approval is contingent of the following items:

1. Conformity to plans & drawing submitted with the application
2. Special yards, open spaces, buffer strips, walls, fences, concealing hedges, landscaping
3. Volume of traffic generated, vehicular movements within the site, & points of vehicular ingress & egress.
4. Performance characteristics, related to the emission of noise, vibration 7 other potentially dangerous or objectionable elements.
5. Limit on time of day for the conduct of specified activities.
6. The period within which the permit shall be exercised, or otherwise shall lapse.
7. Guarantees as to compliance with the terms of approval.

Appeal Procedure:

Within fifteen (15) days of the action of the Planning Commission the applicant shall file with the City Council a written request for hearing before the City Council. The City Clerk shall notify all interested parties of record of the time and place of the City Council Meeting.



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Conditional Use Permits must be renewed by the City Council each year on or about the anniversary of the date of issue.

Please PRINT or TYPE all information

Part 1 – PROPERTY INFORMATION

- A. Street Address of premises for which the Conditional Use Permit is requested: _____
- B. Zone(s)/District(s): _____
- C. Legal Description of the property: (Include lot, block, & subdivision)
- _____
- _____
- _____

PART 2 - APPLICANT INFORMATION

- A. _____
(First Name/ or Business Name) (Last Name)
- B. _____
(Street Address) (City) (State) (Zip Code)
- C. Check one Box - ☐ Architect ☐ Builder/Developer ☐ Consultant ☐ Owner ☐ Other: _____

PART 3 - Conditional Use Permit Information:

- A. Project description/applicant request _____
- _____
- _____
- B. Type of Conditional Use Permit requested (check all that apply)
- | | |
|--|--|
| <input type="checkbox"/> Alcoholic Establishment | <input type="checkbox"/> Dry Cleaners |
| <input type="checkbox"/> Wireless Telecommunication Facility | <input type="checkbox"/> Mobile Office |
| <input type="checkbox"/> Mobile Home (perk test, total acres required) | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Other: _____ | |

I, the undersigned, record owner of the property herein described hereby make application for a Conditional Use Permit to use my property for the purpose set forth above in accordance with provisions of the Zoning Ordinance of the City of Yukon, and I hereby certify that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date