



Conditional Use Permit

Project Information

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Gross Acres _____

Please explain the intent of this request _____

Applicant Signature _____ Date _____

Applicant Information

Property Owner(s) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Applicant (if different than Owner) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Contact Person/Representative (if different than Owner) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Office Use Only

Case No _____	Application Fee \$ _____
Date Received _____	Noticing Fee \$ _____
Received By _____	Planner _____

Checklist

Please use the following list to prepare your complete application. If any information is missing, inaccurate or incomplete, the application will be deemed invalid and **will not be** accepted for processing.

- Application fee of \$350 is due upon submittal.
- Noticing Fees: Please contact us to calculate your fee. \$10 per notice with a required minimum of 30 notices. Any notice above the quantity of 300 is \$5 each. The fee amount and number of public notices is determined by the type of project and a specified distance from the project.
- One (1) original signed application.
- One (1) original, current and fully signed Affidavit(s) plus one (1) copy.
- One (1) original legal description of the property plus one (1) copy. (A metes and bounds description is required if the property is not platted.)
- Two (2) 24" x 36" site plan **folded to 9" x 12" size** (please refer to Mesquite Municipal Code [\(MMC\) Section 9-5-3C](#)).
- One (1) original 8 ½" x 11" site plan plus one (1) copy.
- Traffic Impact Analysis: Required if project will generate more than five hundred (500) vehicle trips per day based on Institute of Transportation Engineer trip generation rates (Please refer to [MMC Section 9-9-6C](#)).