

TOWN OF SPRING LAKE
CONDITIONAL USE PERMIT APPLICATION
Land Use and Development Review & Administration Manual

Form CUP-2
Version 1.0

Purpose

A Conditional Use Permit (CUP) application requests approval to establish, expand, modify, or continue a land use that the Spring Lake Municipal Code identifies as a conditional use within the applicable zoning district.

Unlike a permitted use, a conditional use requires review by the Planning Commission, acting as the Designated Land Use Authority for Conditional Use Permits under the applicable Municipal Code requirements. Under §10-3-6, a Conditional Use Permit shall be approved if reasonable conditions can be imposed to mitigate reasonably anticipated detrimental effects.

Approval of a Conditional Use Permit is not guaranteed.

Before You Apply

Applicants are encouraged to contact the Town Recorder or Deputy Recorder before submitting a Conditional Use Permit application. A pre-application discussion can help identify whether a CUP is required, confirm zoning, identify applicable code requirements, explain required application materials, identify related approvals, and explain the review process.

A pre-application discussion is informational only and does not constitute approval or indicate how the Designated Land Use Authority may act.

Applicant Information

Applicant Name: _____

Organization (if applicable): _____

Mailing Address: _____

Telephone: _____

Email: _____

Property Owner

☐ Same as Applicant

If Different:

Owner Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

☐ (Attached Owner Authorization Form A-4 if applicable.)

Property Information

Property Address: _____

Parcel Number(s): _____

Current Zoning District: _____

Approximate Acreage: _____

Existing Use of Property: _____

Proposed Conditional Use

Name of Proposed Conditional Use: _____

Identify the conditional use listed in the applicable zoning district. Applicants may consult Appendix 6-E, Zoning District Authorized and Conditional Uses, in the Manual as a reference when identifying the applicable conditional use. The Spring Lake Municipal Code controls in the event of any discrepancy.

Description of Proposed Use

Describe the proposed conditional use, including the nature of the operation and activities that will occur on the property.

Operational Information

Complete as applicable:

Proposed Hours of Operation: _____

Days of Operation: _____

Maximum Employees: _____

Maximum Occupancy / Customers / Visitors: _____

Outdoor Activities: _____

Outdoor Storage (Yes/No): _____

Loading / Delivery Activities: _____

Other Operational Characteristics: _____

Existing and Proposed Improvements

Describe existing or proposed buildings, additions, parking, access, landscaping, lighting, fencing, and other improvements associated with the proposed use.

Related Applications

- ☐ No
☐ Yes

If yes: Site Plan, Subdivision, Building Permit, Variance, Rezoning, Other Application Number (if known).

Applicable Approval Standards

Applicants are encouraged to review the applicable provisions of the Spring Lake Municipal Code before completing this application. The applicant should provide information and evidence relevant to the proposed use, its reasonably anticipated impacts, and whether reasonable conditions can mitigate those impacts.

Applicant Statement

Briefly explain the proposed use, its reasonably anticipated impacts, and why reasonable conditions can mitigate those impacts under §10-3-6 of the Spring Lake Municipal Code.

Required Submittals

Submit this application together with the materials identified in Form CUP-3 – Conditional Use Permit Application Requirements.

Complete Form A-3 – Applicant Submission Checklist and Form A-4 – Owner Authorization (if applicable).

Applicant Certification

I certify that the information contained in this application and supporting materials is true and correct to the best of my knowledge.

I understand that submission does not guarantee approval. I further understand that the Planning Commission, acting as the Designated Land Use Authority for Conditional Use Permits, will act in accordance with the Spring Lake Municipal Code and applicable law, including §10-3-6 governing Conditional Use Permits.

Applicant Signature _____ Date _____

Town Use Only

Application Number: _____

Date Received: _____

Application Accepted as Complete: _____

Public Hearing Date (if required): _____

Decision Date: _____

Decision: _____

Related Documents

Related documents include:

A-1 – Land Use and Development Application Cover Sheet;

A-3 – Applicant Submission Checklist;

A-4 – Owner Authorization, if applicable;

CUP-3 – Conditional Use Permit Application Requirements;

CUP-4 – Conditional Use Permit Administrative Review Checklist;

CUP-5 through CUP-7 as the application proceeds.