

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

Form CUP-3
Version 1.0

Purpose

This document identifies the information generally required for the Town to evaluate a Conditional Use Permit application.

Because Conditional Use Permits are quasi-judicial decisions, the information required should be reasonably related to determining whether the proposed conditional use satisfies the applicable approval standards established by the Spring Lake Municipal Code.

The amount of information necessary may vary depending upon the size, complexity, location, and potential impacts of the proposed use.

The Town Recorder or Deputy Recorder may assist applicants in identifying applicable submittal requirements, but is not responsible for providing professional planning, engineering, architectural, surveying, or legal services.

Required Application Materials

A Conditional Use Permit application should include the following materials, as applicable and as reasonably necessary to evaluate the proposed use. The Town may request additional information when reasonably necessary under §10-3-4 and applicable law.

1. Required Forms

- ☐ Land Use and Development Application Cover Sheet (A-1)
- ☐ Conditional Use Permit Application (CUP-2)
- ☐ Applicant Submission Checklist (A-3)
- ☐ Owner Authorization Form (A-4), if applicable
- ☐ Applicable application and review fees

2. Property Information

- ☐ Parcel number(s)
- ☐ Property address, if assigned
- ☐ Legal description
- ☐ Approximate acreage

- ☐ Existing zoning district
- ☐ Existing land use

3. Site Plan

Provide a site plan sufficient to identify and evaluate the proposed conditional use. As applicable, include:

- ☐ Property boundaries
- ☐ Adjacent streets
- ☐ Easements
- ☐ Existing and proposed buildings
- ☐ Parking areas
- ☐ Driveways and access points
- ☐ Loading areas
- ☐ Sidewalks or pedestrian circulation
- ☐ Landscaping
- ☐ Outdoor storage areas
- ☐ Outdoor activity areas
- ☐ Fencing or screening
- ☐ Lighting locations
- ☐ Existing significant natural features
- ☐ Irrigation canals, streams, ponds, wetlands, or flood hazard areas
- ☐ Other features reasonably necessary to evaluate the application

4. Building Information

Where applicable:

- ☐ Building size
- ☐ Building height
- ☐ Proposed floor area
- ☐ Building elevations
- ☐ Floor plans
- ☐ Intended use of each building or tenant space

5. Operational Information

Provide information sufficient to understand how the conditional use will operate:

- ☐ Hours of operation
- ☐ Days of operation
- ☐ Number of employees
- ☐ Maximum occupancy
- ☐ Expected customer or visitor activity
- ☐ Deliveries and loading
- ☐ Outdoor activities

- ☐ Outdoor storage
- ☐ Equipment or machinery
- ☐ Noise, dust, odor, vibration, glare, or similar operational characteristics
- ☐ Other information reasonably necessary to evaluate compliance

6. Parking and Access

- ☐ Vehicle access
- ☐ Internal circulation
- ☐ Parking layout
- ☐ Bicycle parking, if applicable
- ☐ Loading and service areas
- ☐ Emergency vehicle access

7. Utilities and Public Services

- ☐ Culinary water
- ☐ Irrigation water
- ☐ Wastewater disposal
- ☐ Storm drainage
- ☐ Fire protection
- ☐ Other public utilities or services necessary to support the proposed use

8. Supporting Studies

Supporting studies should be submitted only when reasonably necessary. Examples include:

- ☐ Traffic study
- ☐ Drainage report
- ☐ Geotechnical report
- ☐ Environmental information
- ☐ Water availability information
- ☐ Noise study
- ☐ Lighting analysis
- ☐ Other technical information reasonably related to applicable approval standards

9. Additional Information Requested by the Town

When reasonably necessary to determine whether the proposed conditional use satisfies the applicable approval standards, the Town may request clarification or additional information.

Requests should:

- Be reasonably related to the proposal.
- Be proportional to the application.
- Identify the purpose of the request.
- Avoid unnecessary or duplicative materials.

A request for additional information during review does not necessarily mean the application was incomplete when accepted.

Administrative Note

Submission of the required application materials does not guarantee approval of a Conditional Use Permit.

Each application is evaluated individually based upon:

- The applicable provisions of the Spring Lake Municipal Code.
- Evidence contained in the official administrative record.
- Applicable approval standards.
- Testimony and information received during any required public hearing.
- Other information properly considered by the Planning Commission, acting as the Designated

Land Use Authority for Conditional Use Permits.

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-2 – Conditional Use Permit Application;

CUP-4 – Conditional Use Permit Administrative Review Checklist.

The B-Series and C-1 apply as provided by the Manual.