



Conditional Use Permit APPLICATION

****Fee: \$500.00 (Non-Refundable)**

(PLEASE PRINT)

UDC Section 58-63

Conditional use means a use permitted in a particular zoning district only upon showing that such use in a specified location will comply with all the conditions and standards for the location or operation of such use as specified in the UDC and authorized by the City Council.

UDC Submittal requirements Sec. 58-63(d) & Sec. 58-44

Date: _____

Address of property for conditional use request: _____ Proposed Use: _____ Current Use: _____

Legal description of property: _____
Square Lot(s) Subdivision

Applicant's Name: _____ Contact Phone No. _____

Applicant's Address: _____ E-Mail _____

Owner's Name: _____ Contact Phone No. _____

Owner's Address: _____ E-Mail _____

Reason for request: _____

APPROVED FOR PRESENTATION

Planning Director approval

Approval date

Remarks: _____

I AFFIRM THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT.

Signature of Property Owner

Property Owner (PRINT NAME)

Applicant's Signature

Applicant (PRINT NAME)

Date

City of Gretna Conditional Use Permit (CUP) Application Checklist

Updated August 19, 2021

PLEASE BE AWARE: This is a minimum 30-day process depending on when *complete* application is received. CUPs require Planning Commission and City Council approval, with public hearing. No business license will be issued without the CUP approval by City Council. Operating without a license is cause for denial of CUP.

Complete CUP Application Requirements:

1. **Signed application form** – available here: www.gretnala.com/departments/planning-zoning/
2. **Fees:**
 - a. \$500 application fee
 - b. Certified Mail Notification fees of properties within 100 feet (TBD at a later date)
3. **Property information**
 - a. Survey if available
 - b. Plot/site plan including all off street parking (include layout and number of parking spaces on drawing)
 - c. Square footage of building
 - d. (Rough) Floor plan intentions for new business
 - e. If no off-street parking available, include plans for shared parking or other justification for accommodating parking demand
4. **Proof of ownership**
5. **If applicant is not the owner (tenant):**
 - a. Current lease or letter of intent from owner
 - b. If not included in the lease/letter above, letter of agreement from owner stating number of parking spaces available to tenant.
6. **Letter of intent, which should include at a minimum:**
 - a. Brief description of business and intended operations
 - b. Hours of operation
 - c. Number of employees
 - d. Proposed changes to the building- please note that ANY changes other than painting walls will require a building permit with the City. This includes signage.

For zoning development code requirements, visit www.gretnala.com/UDC

For questions and application form, contact (504) 363-1556 or e-mail dmiller@gretnala.com.