

DOUGLAS COUNTY LAND AND RESOURCE MANAGEMENT DEPARTMENT

YOU MUST HAVE PROOF OF OWNERSHIP OR PROOF THAT
YOU ARE THE OWNER'S LEGAL REPRESENTATIVE

CONDITIONAL USE APPLICATION AND PROCEDURE

"Conditional Use" means a land use or development as defined by Ordinance that would not be appropriate but may be allowed with appropriate restrictions as provided by official controls.

In order for the Planning Advisory Commission to grant a conditional use, the findings of fact must show that:

1. Certain conditions as detailed in the Zoning Ordinance exist.
2. The use or development conforms to the Comprehensive Land Use Plan of the County.
3. Is compatible with the existing neighborhood.

The applicant will be asked to prove the above conditions exist.

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1. Complete the application.
 2. Present the Douglas County Land and Resource Management Department with a plot plan showing all existing improvements and the proposed project.

The plot plan is to be on letter or legal size white paper, drawn in dark ink, and must contain the following information as a minimum. (If your project is adjacent to a body of water, an erosion control plan as specified in the Douglas County Zoning Ordinance, Section V. Performance Standards L. 2. a. (10) is required.)

- a. North point
 - b. Dimensions of the property
all property corners must be identified
 - c. Building setback distances from
all property lines
the center and/or right-of-way of the nearest public road
lake (if property abuts a lake)
 - d. Elevations
 - e. Plans and specifications
 - f. Management plan
 - g. Time line
 - h. Restoration plan
 - i. A copy of the recorded deed showing ownership and entire legal description.
- ALSO INCLUDE PHOTOS
OF ANY USED BUILDING(S)**
3. Pay the application fee of \$300.00 (non-refundable) or \$600.00 if making application for a variance also.
 4. The Land and Resource Management Department must notify all landowners within one quarter mile.
 5. You or your representative must appear before the Douglas County Planning Advisory Commission.
 6. The Planning Advisory Commission then makes a recommendation to the County Board of Commissioners for approval or denial of your conditional use application. You will not receive notice of this meeting.
 7. Final action is taken by the County Board of Commissioners at their next regular meeting on conditional use applications.
 8. Applicant will be notified of the final results by mail.
 9. If the application is approved, the proper permits must be secured and work must begin within one year; however, permit expires 18 months from date of approval at which time project must be completed or it shall expire.

THE APPLICATION MUST BE SUBMITTED WITH ALL APPLICABLE DATA AND FEE PAID BY 4:30 P.M. ON THE DAY OF THE DEADLINE.

If any conditions of the conditional use permit are not adhered to the conditional use permit shall be nullified.