

## SHELBY COUNTY CONDITIONAL USE PERMIT APPLICATION

1. **APPLICANT:** \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

2. **STATUS of APPLICANT:** ☐ Property Owner ☐ Owner's Authorized Agent

☐ Contract Purchaser ☐ Legal Option Holder ☐ Other (explain): \_\_\_\_\_

3. **LEGAL DESCRIPTION or PARCEL NUMBER:** ☐ Per Attachment or \_\_\_\_\_

4. **ZONING DISTRICT:** ☐ A-1 ☐ R-1 ☐ R-5 ☐ RT ☐ B-3 ☐ I-1

5. **PRESENT USE:** \_\_\_\_\_

6. **REQUESTED CONDITIONAL USE AND REASON:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **DESCRIBE CHANGES TO EXISTING AND NEW STRUCTURES OR LAND:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **LIST OF PROPERTY OWNERS WITHIN 500 FEET OF PROPOSED USE PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **REQUIRED ATTACHMENTS AND ADDITIONAL DOCUMENTATION SUBMITTED:**

☐ Site Plan ☐ Filing Fee ☐ Any other Pertinent information

*I certify that the above information is true and correct to the best of my knowledge and that all work will be completed in accordance with the Shelby County, Iowa Zoning Code.*

10. **SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

If you have any questions about completing this form, call (712) 755-5718 Option #5

**RETURN COMPLETED FORM TO:**  
**Shelby County Planning & Zoning**  
**612 Court St.**  
**Harlan, IA 51537**

# HOW TO COMPLETE THE SHELBY COUNTY CONDITIONAL USE PERMIT APPLICATION

1. **Applicant:** Name, full mailing address, email as well as phone numbers where the owner can be contacted from 8 a.m. to 5 p.m. Monday through Friday and at home.
2. **Status of Applicant:** Indicate the applicant's relationship to the owner of the property.
3. **Legal Description:** Give Parcel Number or the section, township, and range for said site and provide the proper legal description if it is not given on the attached site plan.
4. **Zoning District:** Contact County Planning & Zoning for this information (712) 755-5718, Option #5.
5. **Present Use:** Indicate what type of operation or land use is currently active on the property.
6. **Requested Conditional Use and Reason:** Provide a description of what your proposed use is and why you are applying for a conditional use permit.
7. **Describe Changes to Existing and New Structures or Land:** Describe each new structure or any alteration of an existing structure by indicating its type, intended use, and dimensions. Examples of a new structure include: single family dwelling, residential garage, addition to dwelling, commercial storage building, billboard sign, deck, etc. Examples of changes in use include: converting a garage to a storage building, converting a residence to a boarding house, etc. Any changes to the land, such as grading, fill dirt, etc. should be documented as well.
8. **List of Property Owners within 500 Feet of Proposed Use Property:** All property owners within 500 feet of the property for which the conditional use permit is proposed must be listed. The 500' radius is measured from all points on each lot line delineating the property.
9. **Attachments and Additional Documentation Submitted:** A conditional use permit application may be accompanied by a site plan, proof of septic permit (if a toilet facility is to be added as a condition of the special permit) or any other documentation required by the administrator. The filing fee shall be paid before a conditional use permit is valid.
10. **Signature:** The permit must be signed and dated, followed by a printed or typed name.

Questions concerning this form may be directed to:

**Shelby County Planning & Zoning**  
**612 Court Street**  
**Harlan, IA 51537**  
**(712) 755-5178**

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## IMPORTANT INFORMATION CONCERNING CONDITIONAL USE PERMITS

A conditional use permit is designed to allow landowners the ability to use land in a manner that would not be appropriate generally or without restrictions in a particular zoning district. Conditional Use Permits are granted with the understanding that the applicant will operate said use in a manner that will promote the comprehensive plan, public health, safety, appearance, and general welfare of Shelby County. If the operations of a conditional use permit recipient are found to be in violation of these standards, the recipient shall be subject to additional restrictions or permit revocation.

SHCO (01/16/2024)