



Attention

**Due to the current outbreak of COVID-19,
Blanchard City Hall will be closed to the public.**

Instructions For Submitting Forms/Supporting Documents:

1. Download this form and save it to your desktop
2. Open the form from your desktop, fill it out, & save
3. Email the form and supporting documents to:

cityplanner@cityofblanchard.us

If you have fees associated with your form you can:

- Mail to: City of Blanchard
PO Box 480
Blanchard, OK 73010
- Drop in one of the two drop-boxes:
 - o Alley Behind City Hall Parking Lot
 - o City Hall front entrance along Main St

Contact us at (405) 485-9392 if you require additional assistance and we will try to help. – City Hall Admin.

The City of
Blanchard
Planning Department



**Conditional Use Permit
Application**

Office Use Only

Cash	<input type="checkbox"/>
Check	<input type="checkbox"/>
Received \$	_____
Receipt No.	_____
Date:	_____

Permit No. _____

Project Address:			Present Zoning Classification:		
Legal Description	Lot #	Block #	Subdivision: (If un-platted, submit copy of warranty deed)		
Owner of Property: _____					
		Name	Phone #	Email	
Mailing Address: _____					
		Street #	City	State	Zip
Representative/Applicant: _____					
		Name	Phone #	Email	
Mailing Address: _____					
		Street #	City	State	Zip
Describe the nature and characteristics of the proposed "Conditional Use" (State "See Attached" if needed):					

Describe the relationship of the proposed use to surrounding uses (State "See Attached" if needed):					

CERTIFICATION OF APPLICATION SUBMISSION

WE, THE UNDERSIGNED, ASK THE PLANNING COMMISSION AND THE CITY COUNCIL OF THE CITY OF BLANCHARD, OKLAHOMA, TO APPROVE A CONDITIONAL USE PERMIT AS REQUESTED IN THIS APPLICATION ON THE TRACT OF LAND DESCRIBED HEREIN. WE ATTEST TO THE TRUTH AND CORRECTNESS OF ALL FACTS AND INFORMATION PRESENTED WITH THIS APPLICATION AND WILL OBSERVE AND CONFORM IN ALL ASPECTS OF THE CONDITIONAL USE REGULATIONS, AS AMENDED, OF THE CITY OF BLANCHARD AND HAVE RECEIVED A COPY OF THE POLICIES AND PROCEDURES REGULATING THE CONDITIONAL USE PERMIT APPLICATION. WE HEREBY AGREE TO PAY ALL ADVERTISING AND MAILING NOTIFICATION COST DIFFERENCES WHICH MAY BE GREATER THAN THE AMOUNT PAID WITH THIS APPLICATION FOR THE PUBLIC HEARINGS AS REQUIRED BY THE BLANCHARD ZONING REGULATIONS. THE CITY OF BLANCHARD IS AUTHORIZED TO PREPARE AND PUBLISH ALL REQUIRED LEGAL ADVERTISING AND MAIL NOTIFICATIONS, THE COST AND/OR COST DIFFERENCES OF WHICH IS TO BE BILLED TO THE NAME LISTED HEREIN FOR PAYMENT.

Printed Name _____

Signature

Date: _____

CONDITIONAL USE PERMIT REQUIREMENTS

Application Submission Requirements:

- **Completed Application**
- **Warranty Deed or proof of ownership**
- **Site Plan to include the following:**
 - **Drawn to scale**
 - **Location and dimensions of boundary lines**
 - **Easements and setbacks**
 - **Existing and proposed buildings**
 - **Parking, Loading, Ingress, and Egress**
 - **Utility/Service Areas**
 - **Fencing, screening, signs, and lighting**
- **Any attachments or reports to describe the nature of conditional use or which will be of use to the Planning Commission/City Council's benefit**
- **Names of property owners within three-hundred (300) feet of property boundary**
- **\$100.00 application fee**

APPLICATION PROCESS

Planning Commission Hearing and Recommendation:

The Planning Commission shall hold a public hearing on each application for a "Conditional Use". Public notification requirements shall be the same as a Rezoning procedure. At the public hearing, the Commission shall review the application and shall receive public comments concerning the proposed use and proposed conditions under which it would be operated or maintained. The Planning Commission may recommend that the City Council establish conditions of approval. Conditions may include, but shall not be limited to, requirements for special yards, open spaces, buffers, fences, walls, and screening; requirements for installation and maintenance of landscaping and erosion control measures; requirements for street improvements and dedications, regulation of vehicular ingress and egress, and traffic circulation, regulation of signs; regulations of hours or other characteristics of operation; and such other conditions as the Commission may deem necessary to insure compatibility with surrounding uses, and to preserve the public health, safety, and welfare.

City Council Approval:

Granting a "Conditional Use" shall be considered a privilege bestowed by the City Council for a specific use at a specific location. "Conditional Uses" may be granted by the City Council with such requirements and/or conditions, as the Council deems appropriate. Such requirements and/or conditions shall be continually complied with by the applicant and his successors and assigns. At the time of issuance of a Certificate of Occupancy for the initial operation of a "Conditional Use", the City Council shall cause the property legal description and "Conditions of Approval" established by the City Council to be filed in the records of the McClain or Grady County Clerk's office.

