

**Altoona Board of Adjustment  
Conditional Use Permit - Application Form**

Reference #:

Date Submitted:

Accepted by:

**Describe the Request** (i.e. Home Occupation, communication tower):

**Name of Project:**

**Property Owner:**

Address:

Home Phone:

Work Phone:

Applicant: (if different from property owner)

Address:

Phone:

Fax:

**PROJECT INFORMATION:**

Project/ Property Address (if known):

Project Size: \_\_\_\_\_ acres/square feet

Project Location: (Layperson Terms)

**LEGAL DESCRIPTION: (Please attach)**

What is the zoning designation of the property where the activity will take place?

Is the request for a Home Occupation (Chapter 167.15)? If so, please provide information, which describes exactly what you want to do? Such as the business, number of employees, hours of operation, parking needs, etc.

**FOR ALL APPLICATIONS: PROVIDE ALL NECESSARY INFORMATION TO  
ACCURATELY AND COMPLETELY DESCRIBE THE REQUEST.**

**CERTIFICATION:**

An application may be filed only by the owner(s) of the property or by a person with the power of attorney from the owner authorizing the application, or by the attorney-at-law representing the owner. Indicate your authority.

I/we \_\_\_\_\_ being duly sworn, depose and say that I/we, am/are the owner/owners of part (or all) of the property involved and that this application has been prepared in compliance with the requirements of the City of Altoona Municipal Code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge. In addition, I/we authorize the City of Altoona to erect and install a notification sign on the subject property to inform the general public of the upcoming public hearing pursuant to Chapter 170.04.

\_\_\_\_\_  
Signature (please print)

Mailing Address:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said state, personally appeared \_\_\_\_\_, to me known to be the identical person named in and who executed the foregoing instrument, and acknowledged that such person executed the same as the voluntary act and deed of such person.

\_\_\_\_\_  
Notary Public in and for  
\_\_\_\_\_ County and \_\_\_\_\_ State

**Notice to Applicants**

The Board of Adjustment shall permit conditional uses to the District regulations set forth in the Zoning Code; consider safeguards and conditions as are appropriate under this Zoning Code; or deny conditional use permits when not in harmony with the purpose and intent of the Zoning Code. A conditional use may not be granted unless and until:

1. A written application for conditional use is submitted indicating the section of this Zoning Code, which the conditional use is sought, and stating the grounds on which it is requested.
2. Notice of public hearing shall be given at least ten (10) days in advance of public hearing. The owner of the property for which conditional use is sought or any agent of said owner and any other affected property owners shall be notified by mail. Notice of hearing shall also be posted on the property for which conditional use is sought.
3. The public hearing shall be held. Any party may appear in person or by agent or attorney.
4. The Board shall make a finding that it is empowered under the section of this Zoning Code described in the application to grant the conditional use, and that granting of the conditional use will not adversely affect the public interest.

In granting any conditional use, the Board may prescribe appropriate conditions and safeguards in conformity with this Zoning Code. Violations of such conditions and safeguards, when made a part of the terms under which the conditional use is granted, shall be deemed a violation of this Zoning Code and punishable under Section 171.05 of this Zoning Code. The Board may prescribe a time limit within which the action for which the conditional use is required shall be begun or completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the conditional use.

Board of Adjustment meetings are usually held on the first Tuesday of each month if needed. The completed application and accompanying materials must be received by the first Tuesday of the previous month to hold the hearing on the first Tuesday of the next month.

Required Information Includes:

- \_\_\_\_\_ Completed Application, with notarized signature of owner(s)
- \_\_\_\_\_ 8.5x11 site plan, drawn to scale, larger sheets are acceptable if applicant will also furnish reduced copy. The site plan must also show all easements on the property.
- \_\_\_\_\_ Payment of a non-refundable filing fee of \$150 for a conditional use permit.
- \_\_\_\_\_ Additional information as is necessary to accurately and completely describe and explain the request.