



Engineering & Planning Department

33 Allegiance Circle • Evanston, WY 82930

Telephone (307) 783-6470

www.evanstonwy.org

Conditional Use Permits

Article V: Conditional Use Permits

§ 24-39 Intent and Purpose

Uses permitted subject to conditional use permit are those uses necessary for the development of the community, but which uses must be located, planned and used in such manner as not to be detrimental to the property abutting such uses and to the community as a whole. In considering a conditional use permit, the planning and zoning commission and/or City council shall determine whether the uses are suitable to the existing uses in the area and if the proposal is approved, shall be compatible with their locations and surrounding land uses and further the purpose of this chapter. In approving such uses, the planning commission and/or City council shall set forth the manner in which the use is to be conducted and approve the design or plan of the structures and site plan.

§ 24-40

Uses requiring conditional review approval are specified in section 24-15 and other sections of this chapter.

§ 24-41

In addition to the general requirements presented in sections 24-7, 24-8 and 24-9, the following specific information must be submitted at the time of an application for a conditional use permit:

- (A) The purposed use;
- (B) A complete site plan showing the major details of the proposed development consisting of the following: location of the buildings and structures, off-street parking areas, dimensions of the building and setbacks, off-street loading areas, service and refuse areas, means of ingress and egress, signs, major landscaping or screening proposals, internal circulation of the site and pedestrian areas;
- (C) A time schedule for development;
- (D) Such other information as the planning and zoning commission shall by rules of practice require; and
- (E) Any other information the applicant believes will support his request.



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Complete Conditional Use Permit Application

The following attachments are required in addition to the online permit request [application](#):

For an application to be considered complete-

- 1) List of property owners within 300 feet of the requested address (this can be acquired from the [Unita County website](#))
- 2) Completed narrative (explanation of the request)
- 3) Completed [Conditional Use Permit Criteria Sheet](#)
- 4) Any additional requirements will be provided after review of the initial application and attachments
- 5) Once all requirements are completed, the permit fee must be paid



Conditional Use Criteria

(1)

Size and location of site;

(2)

Street and road capacities in the area;

(3)

Ingress and egress to adjoining public streets;

(4)

Location and amount of off-street parking;

(5)

Internal traffic circulation system;

(6)

Fencing, screening and landscaped separations;

(7)

Building bulk and location;

(8)

Usable open space;

(9)

Signs and lighting;



Conditional Use Criteria

(10)

Noise, vibration, air pollution and other environmental influences;

(11)

Number of employees;

(12)

Volume of business in terms of number of customers per day;

(13)

Hours of operation;

(14)

Location of the use with respect to similar uses in the immediate area;

(15)

Intensification of traffic congestion or hazard caused by the use which may be over and above normal traffic for the area, and a means to address this issue;

(16)

The design of existing or new buildings to be used to determine compatibility with surrounding land uses and its location;

(17)

Security;

(18)



Conditional Use Criteria

Infrastructure needs including water, sewer, solid waste and employee housing needs;

(19)

Accessory uses;

(20)

Licensing requirements.

