

**APPLICATION FOR TRANSFER OF OWNERSHIP OF A  
CONDITIONAL USE PERMIT  
(ADMINISTRATIVE REVIEW)**

\$50.00 APPLICATION FEE MUST ACCOMPANY APPLICATION

A Conditional Use Permit (CUP) is a permit to use a property for a specified purpose subject to conditions imposed by the Planning and Zoning Commission and/or the City Council.

When a business that operates under a CUP changes ownership, the existing CUP must be transferred to the new business owner (typically a corporation, Limited Liability Company (LLC)) etc. When a CUP is transferred, all existing conditions of the CUP remain in effect.

When a business owner desires to revise conditions contained in an existing CUP, an amendment to the CUP is required. Amendments (additional square footage/expansion of use, change in hours of operation, etc.) require approval by the Planning and Zoning Commission and/or the City Council.

Submission of this application is the first step in obtaining approval. Along with the completed application and application fee, the following items are required to be submitted:

- 1) A copy of the applicant's lease agreement(s);
- 2) If a new restaurant, a copy of the menu;
- 3) If the space is to be remodeled, a scaled floor plan (if a restaurant, the floor plan must depict seating layout, kitchen layout and kitchen equipment schedule).

Please note that the application must be signed by the property owner.

This application and corresponding documents should be submitted to the Planning & Development Department.

If you have any further questions, please do not hesitate to contact the Planning & Development Department at 636-379-5544.