

FILING PROCEDURE FOR A CONDITIONAL USE PERMIT

- 1. WHO MAY FILE:** A property owner or representative may file the application; however, the property owner must sign the application and, when applicable, designate a contact person or entity, providing an address and telephone number, if not representing themselves. The property owner is also responsible for notifying the City of any change with regard to their representative.

- 2. APPLICATION:** Submit applications, along with the required \$100 filing fee, to the Community Development Department. Be sure to complete the application in its entirety to prevent delays in the scheduling of a hearing. City staff will not forward incomplete applications to the Land Use Authority.
Applications for **temporary structures** must include a site plan that also shows adequate parking surfaces and sanitary sewer facilities.
Applications for **model homes** must indicate hours of operation and a site plan which includes:
 - * Four off-street parking spaces
 - * An exterior lighting plan with location, direction, and timing of all lighting on site
 - * A signage plan indicating the size and location of all signs, flags, banners, etc.Applications for **accessory structures** shall include the finished color and:
 - * A site plan of the lot drawn to scale indicating the location of the home, property line setbacks, location of the proposed building, parking spaces, easements, and location of buildings on adjacent properties within 50 feet of the proposed accessory building
 - * Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurementsApplications for **home occupations** must include:
 - * Maximum daycare children or preschool students, if applicable, required fencing, and State licensing
 - * Business hours and number of customers/patrons per hour as well as employees when applicable
 - * Number of off-street parking spaces for the businessOther conditional uses include **apiary, cluster subdivision, public stable, dog kennel, temporary use of a building, intermittent commercial use, dwelling group, private education service, farm animal keeping, and two family dwelling**. For required application information, See Title X, Sections 10-5-4 and 10-6-7.

- 3. STAFF REVIEW:** Submission of an application begins a ten-day review period for City staff to determine if the application is complete for the purposes of processing. Staff considers an application complete when it meets submittal requirements established in the City's Land Use Ordinance but may require additional information that could lengthen the review time. If staff determines an application is incomplete, the applicant will receive notice to that effect with a list of required information. If this happens, staff may postpone the hearing date.

- 4. PLANNING COMMISSION DECISION:** The Planning Commission shall conduct a public meeting to review the application. This meeting is an opportunity for applicants to present information, testimony, exhibits, evidence, etc., that the Commission can use in making a decision regarding the requested use. The owner and/or representative must attend the meeting to answer questions and present information. It is City policy for the Commission to table any application that does not have representation.

- 5. SITE PLAN REQUIREMENTS:** Applications shall include a site plan properly dimensioned and drawn to scale, not less than 1 inch equaling 40 feet, showing the following:
 - * Name, address, and phone number of property owner as well as engineer or agent (if applicable)
 - * Boundaries and dimensions of property with adjacent public streets identified
 - * Easements, existing and proposed, with location and size of all existing and proposed utilities
 - * Location and layout of off-street parking
 - * Location and height of fences
 - * Location and size of signs