

FILING PROCEDURE FOR A CONDITIONAL USE PERMIT

- 1. WHO MAY FILE:** Application for a Conditional Use Permit may be filed by property owner and/or representative. The owner, in all cases, must sign the application. Applicant must designate a contact person or entity for the Permit and provide a name, address, and telephone number for said contact. Applicant is also responsible for notifying the City of any change in the contact person's address or phone number.
- 2. APPLICATION:** Submit applications, along with the required \$50 filing fee, to the Community Development Department. Be sure to complete the application in its entirety to prevent delays in scheduling a hearing. Incomplete applications cannot be approved.

Applications for **temporary structures** must include a site plan showing 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 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 measurements

Other conditional uses include **apiaries, cluster subdivisions, public stables, dog kennels, dwelling groups, private educational services, farm animal keeping, home occupations, intermittent commercial uses, temporary use of buildings, and two family dwellings.** See Title X, Sections 10-5-4 and 10-6-7 for more information.
- 3. STAFF REVIEW:** Submission of a Conditional Use Permit application begins a 10-day review period for City staff to determine whether the application is complete for the purposes of processing. An application is considered complete when it meets submittal requirements established in the City's Land Use Ordinance. Additional information may be required which could lengthen the review time. If City determines an application is not complete, Applicant will receive written notice to that effect with a list of required information. Applications determined incomplete, or when more information is needed, the review process will be interrupted and the hearing delayed.
- 4. PLANNING COMMISSION DECISION:** The Planning Commission will conduct a public meeting to review the conditional use application. This meeting is an opportunity for applicants to present information, testimony, exhibits, evidence, etc., the Commission can use in making a decision regarding the requested conditional use. The owner and/or representative must attend the meeting to answer questions and present information. It is City policy to table any application at which the owner or representative is not in attendance. A decision to approve or deny will be determined at that meeting. If approved, the Commission will instruct City staff to administer the specific conditions pertaining to the requested conditional use.
- 5. SITE PLAN REQUIREMENTS:** Applications shall be accompanied by 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
 - * Name, address, and phone number of engineer or agent (if used in the application)
 - * 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