



COMMUNITY DEVELOPMENT DEPARTMENT

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CONDITIONAL USE PERMIT

Procedure for Processing a Conditional Use Permit

A conditional use is a permitted use that conditions may be imposed upon. The use would generally be appropriate within a given zoning district, if controlled to a number, area, size, location, or relationship to the neighborhood, could promote public health, safety and welfare. The types of conditional use permit applications allowed in each district are listed in the applicable zoning district. Although the specific submittals required to complete the application for a conditional use permit will vary with the specific use and the district in which it is located, all applicants should begin by contacting the City Planner.

The conditional use permit application, fee, and other necessary information should be received by the City, approximately 21 days prior to the next regularly scheduled Planning Commission meeting. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the City Planner will refer the conditional use permit application to the next applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. That recommendation will be forwarded to the City Council for action at its next available meeting.

Conditional Use Permit Checklist

Conditional Use Permit Application

Conditional Use Permit Fee (\$400)

A list of property owners within 350 feet of the subject property.

Legal description of the property

Additional documents needed to explain the request.