



PLANNING & ZONING SPECIAL USE PERMIT APPLICATION

Application Fee \$500

Rcvd. By: _____

Date: _____

OFFICE USE ONLY

MEETING DATE: _____

CASE NUMBER: _____

PRINT OR TYPE

APPLICANT INFORMATION

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NO: HOME _____ WORK _____ FAX _____

EMAIL ADDRESS: _____

STATUS: OWNER () AGENT () – If agent, attach notarized Letter of Authorization

PROPERTY INFORMATION/DESCRIPTION

ADDRESS: _____

LEGAL DESCRIPTION: _____

ACREAGE AND/OR SQUARE FOOTAGE: _____

ZONING: _____

EXISTING PROPERTY USE or STATE NONE: _____

PROPOSED USE DESCRIPTION: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE NO: MOBILE _____ WORK _____ FAX _____

EMAIL ADDRESS: _____

The following must also accompany the application packet: \$500.00 application fee

Zoning Ordinance Requirements (see Zoning Ordinance Section 2.2.4 for all information)

§2.2.2(3) SUP application shall be submitted to the Community Development Department with a proposed site plan. The proposed site plan shall be drawn to scale and include the following:

- A. Detailed explanation of the proposed use requiring the SUP;
- B. Location of the buildings, square footage of buildings, and proposed use(s);
- C. Ingress and egress to all public streets;
- D. Visual screening and/or fencing if applicable;
- E. Landscape and irrigation designs;
- F. Impact of on-site and off-site drainage;
- G. Off-street parking and loading facilities as applicable;
- H. Existing zoning district classifications within 200 feet (may be shown on separate plan);
- I. Location and uses of existing buildings within 200 feet (may be shown on separate plan/aerial photography);
- J. The 100-year floodplain, if present on the property;
- K. Listing of all uses and property ownership with 200 feet of the property upon which the SUP is requested.**

The SUP Review Procedure

Special Use permits shall be processed in the same manner as zoning applications. The Planning and Zoning Commission shall conduct a public hearing on the SUP application and make its recommendation to the City Council. Notices of the Planning and Zoning Commission public hearing and City Council public hearing shall be furnished as required by this Zoning Code for zoning applications. The sole decision to grant, deny or amend the SUP shall be by the City Council.

After approval by the City Council, an applicant shall agree in writing, in such form as may be approved by the City Attorney, to be bound by and comply with terms of the permit. Any conditions imposed upon the applicant must be complied with prior to issuance of the certificate of occupancy, based upon the SUP.

If no building permit has been applied for and/or the designated work has not begun within 180 days after the date of approval by the City Council, the SUP shall automatically expire. The City Council may extend the termination date as long as the designated work shall not exceed 365 days after the date of approval for the SUP.

Any changes to a special use, or development of a site for the special use, shall be treated as an amendment to the SUP and shall be subject to the same application, fee and review process as a new application.

Application and one hard copy of the necessary documents, etc. in completed form must be submitted to the Community Development Department. Additionally, a PDF file document is required. **Partial and/or incomplete applications and site plans will not be accepted by the Commission.**

After the above items have been completed, the request will begin the follow process:

- a. The applicant and all property owners within 200 feet of the variance request as such ownership appears on the last approved county tax roll, will be notified of a public hearing to be held by the Planning & Zoning Commission by notice deposited in the U.S. mail. Said notices are to be mailed at least 10 days prior to the public hearing.
- b. The applicant or representative should be present at the Planning & Zoning public hearing. Failure to attend the public hearing may cause the Commission to postpone the Public Hearing.

NOTE: Due to scheduling and legal notice requirements, there may be a waiting period of 45 - 60 days.

The application must be signed by the property owner. If the applicant is not the owner, a signed document showing authority to request the Special Use Permit must accompany the application.

Applicant's Signature and Title

Date

Property Owner's Signature

Date