



SPECIAL USE PERMIT APPLICATION

Submission Requirements:

Application shall be submitted to the City Manager not less than fifteen (15) days prior to the City Council meeting at which action is desired.

Submittal Requirements:

- Fee: Please refer to the current City Fee Schedule.
- A clear description of the proposed use
- Proposed zoning district classifications in a format that indentifies boundaries between different zoning districts;
- Comprehensive master plan features, whether on-site or proposed, from any or all of the following elements: land use, urban design, parks and open space, trail network, and thoroughfares.
- The location of high voltage electrical lines, transmission pipelines and associated easements.
- A vicinity map indicating the general location of the subject property.
- A metes and bounds description of the subject property typewritten on an 8 ½ inch by 11 inch sheet of paper.
- A filing fee shall be submitted with every petition in accordance with the fee schedule. In addition, a site plan review fee shall be submitted with every petition requesting a Special Use Permit that requires a site plan in accordance with the fee schedule.
- A site plan drawing reduced to fit on an 8 ½ x 11 sheet of paper. Such site plan shall be attached as an exhibit to the Special Use Permit. Development of the site shall be in accordance with the approved site plan.
- Other information or documentation necessary to process the application, as required by the Zoning Official, Commission, and/or City Council.

Owner Name:

Phone:

Mailing Address

City, State, Zip

Operator:

Address:

Phone:

Email:

Type of Permit:
Current Zoning:
Maximum Floor Area:
Maximum Occupancy:
Proposed hours and days of use or operation:
Reason for Request:

NOTE: If the property owner or agent is not present at the time of the Planning and Zoning and the City Council Meetings, the case will either be denied or not considered for action.

A Special Use Permit may be approved for a term not to exceed two (2) years.

Special use permits for existing uses and/or/ structures shall automatically renew for successive two (2) year periods unless an objection is raised by the City Manager based on either:

- A. A history of poor code compliance; or
- B. A revision to the Comprehensive Plan that renders the Special Use Permit incompatible.
- C. Special use permits for new uses/structures shall be deemed to have expired and shall become null and void if construction is not completed and occupation commenced within two (2) ears of the date the Special Use Permit was approved.
- D. If a Special Use Permit expires, or if the requisites of subsection (C) above are not met, two (2) extensions of six (6) months each in length may be granted, unless otherwise specified by ordinance. If no request for extension of a Special Use Permit is submitted, then the Special Use Permit shall be null and void.
- E. In determining whether to grant a request for extension of a Special Use Permit, the City Council shall take into account the following factors:
 - i. Reasons for the lapse;
 - ii. Ability of the property owner to comply with any conditions attached to the original approval;
 - iii. Extent to which development regulations would apply to the plan at that point in time;
 - iv. History of code compliance at the premises; and
 - v. Consistency of the Special Use Permit with the current Comprehensive Plan.
- F. The City Council shall either extend the Special Use Permit or deny the request, in which instance the originally approved Special Use Permit or deny the request, in which instance the originally approved Special Use Permit shall be deemed null and void. The property owner may thereafter submit a new plan application for rezoning or a Special Use Permit, and shall conform to the regulations then in effect.
- G. The City Manager may revoke a Special Use Permit for failure to comply with municipal regulations and the conditions placed on the use.

Signature of Applicant

Date

THIS PORTION OF THE APPLICATION IS TO BE FILLED OUT BY CITY STAFF ONLY

Application Fee:

\$200.00 Non-Refundable Application Fee

Received on: _____

Received by: _____

Site Plan:

Required site plan received in office

Received on: _____

Received by: _____

Meetings:

Public Hearing Date: _____

Planning and Zoning Commission Meeting Date: _____

City Council Meeting Date: _____