

PROCEDURE FOR OBTAINING A CONDITIONAL USE PLANNING AND ZONING COMMISSION

I. GENERAL INFORMATION

- A. The procedure for obtaining a conditional use could take a minimum of ninety (90) days.
- B. The Planning and Zoning Commission is the official board for review of conditional use requests.
- C. To initiate the process, you must file an application and pay a One Hundred and Eighty Dollar (\$185.00) filing fee.
- D. The application must be filed on the attached form furnished and approved by the Planning and Zoning Commission.
- E. You should answer all questions on the application which apply to the property proposed for conditional use. The answers you supply will enable the Planning and Zoning Commission and the Governing Body to more clearly understand your need and reasons for the conditional use.
- F. A development plan should be included with the conditional use application. The development plan shall include a property boundary map, a proposed development plan and a statement of intent.
- G. A certified list of all property owners must be attached to the application for said application to be considered complete.

II. PROCEDURE FOR FILING AND REVIEW

- A. The completed application form, a certified list of property owners within two hundred (200) feet, and a One Hundred and Eighty Dollar (\$185.00) filing fee must be submitted to the Building Official.
- B. The application and filing fee must be submitted not less than thirty (30) days before the public hearing.
- C. At the public hearing, the following procedure will be observed:
 - 1. All presentations, remarks, questions, etc. shall be addressed to the Planning and Zoning Commission.
 - 2. The applicant and those favoring the conditional use request will be heard first.
 - 3. Those in opposition to the request will be heard second.
 - 4. Each side will be given an opportunity for rebuttal.
- D. At the conclusion of the public hearing, the Planning and Zoning Commission will make such findings of fact and make a recommendation to be forwarded to the Governing Body.
- E. Fourteen (14) days must elapse after the public hearing to allow for protest, which should be filed in the City Clerk's Office. If the protest is duly signed and acknowledged by the owners of twenty (20) percent or more of any real property proposed for a conditional use or by the owners of twenty (20) percent of the area, excepting the public streets or ways, located within or without the corporate limits of the City and located within two hundred (200) feet of the boundaries of the property proposed to be rezoned, such amendment shall not be passed except by at least three-fourths (3/4) vote of the members of the Governing Body.
- F. The Governing Body will hear the Planning and Zoning Commission's recommendations at their first regular meeting following the fourteen (14) days protest period.

<p>APPLICATION FOR CONDITIONAL USE</p> <p>PLANNING AND ZONING COMMISSION</p>	<p>FOR OFFICIAL USE ONLY</p> <p>1. Case No. _____</p> <p>2. Date Filed _____</p> <p>3. Date Fee Paid _____</p> <p>4. Date of Hearing _____</p> <p>5. Date Published _____</p>
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(TO BE COMPLETED BY THE APPLICANT)

1. Applicant's Name _____
2. Applicant's Address _____ Phone _____
3. Address of Property Affected _____
4. Legal Description of Property _____

5. Applicant's Interest in the Property _____
6. Zoning of Property _____
7. Desired Use of Property _____
8. Description of Plans Submitted (Plot Plan, Elevations, Etc.) _____

9. I hereby certify that if the Conditional Use is granted, I will complete construction in accordance with plans submitted and approved by the Planning and Zoning Commission.

(Date)

(Signature of Applicant)

(DO NOT WRITE IN THIS SPACE)

PLANNING AND ZONING COMMISSION

1. Action by the Planning and Zoning Commission. (Approve, Disapprove)
2. Restrictions Imposed: _____

