Conditional Use Permit Review Procedure

Preliminary Plan
- Review Conceptual plan(s) with City Staff
- *Call City Hall to schedule a meeting 642-6024*
- General Comments from City Staff

Conditional Permit Use Application
- Plan, application, fee & Support Materials
- City review for application completeness
- Set public hearing date

Public Notice
- Legal Notice (City) 15 days prior
- Mailed Notice (applicant) 15 days prior
- Posted Notice (applicant) 15 days prior

Department Review

**Planning & Zoning Commission
Public Hearing**
- Commission to hear testimony of all interested persons

Conditional Use Permit Awarded
- May be granted with conditions attached

Conditional Use Permit Denied
- Applicant can appeal decision of Planning & Zoning Commission to the City Council
- Appeal must be filed within 15 days of decision

Record Conditional Use Permit
*If approved or approved with conditions
Conditional Use Permit is NON-TRANSFERABLE*