Conditional Use Permit Request Process

Applicant submits full legal description of the property to the City Planning Department



City Engineering department produces a 300' map based on the applicant submitted legal description



City provides applicant the 300' map to give to an abstractor of their choosing



Abstractor provides applicant the names/addresses of those property owners within the 300' map



Applicant submits:

- Completed and signed application
- If applicant is a company or something other than a personal owner, information showing who is able to sign a binding document for the company or group is required
- \$325 fee
- Abstractor's certificate with list of property owners within 300'
- Consent statement, if necessary



Planning Department posts property and advertises public hearing 10 days prior to hearing



Public Hearing at Planning Commission



If instructed by Planning Commission, City Staff prepares CUP draft for discussion and action at next regularly scheduled Planning Commission Meeting



Conditional Use Permit Approved or Denied by Planning Commission

If approved, 15 day waiting period starts. If no appeal is made to the Clerk during this time, the conditional use permit is final.