

Conditional Use Permits

Facts to Know

Definition: A conditional use is a use or activity that may be allowed in a zoning district only upon showing that such use or activity can or will comply with all criteria and standards as outlined in the zoning ordinance and comprehensive plan.

The application for a conditional use permit may be reviewed and decided administratively or be referred to a public hearing.

Generally, a conditional use permit can be processed within the following time frames:

Administrative Action - approximately 30 days.

Hearings Process - approximately 60 days.

Both types of decisions require an additional 12-day appeal period.

Notice of an application for a conditional use permit is sent to owners of property which abuts the subject property, is posted on the subject property and is published in a local newspaper if a hearing is held.

A conditional use permit is valid for a period of two (2) years after the date of approval. Permits may be extended under certain circumstances.

Applicant's Responsibilities

It is generally a good idea to discuss your proposal with a member of the Planning Division staff prior to submittal of your application. The planner can assist you with the application and review your proposal. Your application should contain a brief description of what it is you want to do, the location of your property, and a tax map and tax lot number, if possible. The Planning Division staff will assist you if you need additional help.

The applicant should submit the following to the Planning Division:

1. A complete application form, signed by the owner of the property.
 2. A plot plan
 3. A detailed explanation of the use and how the applicable standards and criteria are satisfied.
 4. Filing fee.
 5. A copy of the deed showing the current ownership of the property.
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The Process

An application for a Conditional Use permit may be acted upon by the Planning Director or be referred to the Hearings Body for a hearing.

A final decision concerning your application will be in writing and mailed to all parties of the application. The decision is final unless a written notice of appeal is filed within twelve (12) days following the mailing of the decision.

NOTE: Other fees and permits may be required as part of this Conditional Use Permit. Please be sure to check with the Building and Environmental Health Divisions for additional information.

Plot Plan Drawing

The following list outlines the information to be included on your plot plan in order for the Planning Division to fully and accurately evaluate the proposal. The plan must include the following information:

1. Property description: Township, Range, Section and Tax Lot number.
2. Property dimensions.
3. North arrow.
4. All roads (existing and proposed).
5. Driveways (existing and proposed).
6. Location of all existing and proposed structures on the property.
7. Distance from all existing and proposed structures to property lines (setbacks).
8. Location of water source.
9. Proposed location of septic tank, drainfield and replacement area
10. Dimensions and spacing of leach lines.
11. Plot Plan must be drawn to scale if the parcel is one (1) acre or less.
12. Distance from the septic tanks and system to the property line.
13. Location of major features such as rivers, streams, canals, irrigation ditches, and/or rock ledges.
14. Any additional information required by the Planning Division.