

SPECIAL LAND USE REVIEW PROCESS CHART

OPTIONAL PRELIMINARY APPLICATION MEETING

Prior to step 1, applicant may meet with the Zoning Administrator to discuss hurdles and help ensure all application materials are turned in on time (see checklist online)

APPLICANT

Provides Zoning Administrator application, fees and plot plan or site plan.

ZONING ADMINISTRATOR

Reviews application for completeness. If complete, places special land use on agenda of next Planning Commission meeting.
City publishes public hearing and notifies property within 300 feet

JOINT SPECIAL LAND USE REVIEW

Reviews occur within City Departments and other agencies
Fire, Police, Planning, Department of Public works, Assessor

PLANNING COMMISSION HOLDS PUBLIC HEARING

Planning Commission reviews Special land use.
Planning Commission will review a Special land use site plan either in two meetings with a preliminary and final review, or combined with the Zoning Administrators recommendation.

PLANNING COMMISSION DECISION

Planning Commission recommends a special land use for City Council Approval.
Zoning permit is issued upon approval of special use. Accompanying site plan is approved concurrently. Zoning permit for approved site plan expires unless the use has been established within 1 year approval.

TIMELINE

OPTIONAL

30 DAYS PRIOR TO PLANNING
COMMISSION MEETING

WITHIN 7 DAYS OF APPLICATION
SUBMITTAL

WITHIN 14 DAYS OF APPLICATION
SUBMITTAL

WITHIN 30 DAYS OF APPLICATION
SUBMITTAL

WITHIN 60 DAYS OF SITE PLAN REVIEW