

## 5.2 Conditional Use Permit

- a. Whenever this Ordinance requires a conditional use permit, an application therefore submitted as a conditional use permit form may be filed with the Zoning Officer together with a filing fee of Ten Dollars (\$10.00) and shall be accompanied with site plan and other information including but not limited to the following:
  1. Site plan drawn at scale showing dimensions with setbacks noted.
  2. Location of all buildings, heights, and square footage.
  3. Curb cuts, driveways, parking spaces.
  4. Off-street loading areas.
  5. Drainage plan.
  6. Type of business, proposed number of employees by shift.
  7. Proposed floor plan with use indicated and building elevations.
  8. Sanitary sewer and water plan with estimated use per day.
  9. A lighting plan showing the lighting of parking area, walks, security lighting and driveway entrance light.
  10. A landscape plan with a schedule of the plantings.
  11. The Commission may require an environmental impact statement.
- b. Referral to Commission: The application and related file shall be referred to the Commission for study concerning the effect of the proposed use on the Comprehensive Plan and on the character and development of the neighborhood. The Commission shall hold an official public hearing within sixty (60) days of the date of filing such petition.
- c. Hearing: The Zoning Administrator shall cause to be published a notice of public hearing in the official newspaper at least ten (10) days, but not more than thirty (30) days prior to the date of the hearing.
- d. Action by the Commission: Notices shall be mailed to all owners of property within 350 feet of the parcel included in the request not less than ten (10) days nor more than sixty (60) days prior to the hearing. Failure of a property owner to receive notice shall not invalidate any such proceedings as set forth within this Ordinance. The Commission shall reach a decision upon said request within sixty (60) days after the date of the above hearing.

- e. Amendment to Conditional Use Permit: Procedure is the same as required for a conditional use permit.
- f. Records of Conditional Use Permits: The Planning Commission shall maintain a record of all conditional use permits issued, including information on the use, location, conditions imposed by the Commission, time limits, review dates and other information as may be appropriate.
- g. Procedure for Periodic Review: If a periodic review is imposed, as a condition of the granting of a conditional use permit, the conditional use permit shall be reviewed at a public hearing at least thirty (30) days prior to the expiration of the permit, with notice of said hearing published in the official newspaper at least seven (7) days prior to the review. It shall be the responsibility of the Zoning Administrator to schedule such public hearing, and the owner of land having a conditional use permit shall not be required to pay a fee for said review.
- h. Concept Plan Review: The person applying for a conditional use permit, or a Planned Unit Development, may request a concept review of the proposed development by the Planning Commission to gain information and thoughts relevant to the City plans and his development prior to filing formal application for a conditional use permit. The concept plan review, if for informative purposes only, and shall not be considered as either approval or denial of the applicant's proposal.