

GENERAL INFORMATION:

1. Owner, or authorized agent, must be present at meeting. Absence will result in no action on request.
2. Complete applications must be received by 5:00 p.m. on the submission deadline. See Meeting Schedule.
3. Submission must be made electronically through the Citizenserve portal. Fees will be assessed once confirmation of complete material submission is made.

PROCEDURE:

1. File a complete application with the Planning and Development Department. Deadline is two weeks prior to the meeting (usually a Friday at 5:00 p.m.). Incomplete applications will not be accepted.

Application Requirements:

- A. Complete application.
- B. Drawings to scale and dimensioned.
 1. Site Plan (to scale). All plans should show the location of all buildings on the property and all conditions on the property and on adjoining properties within 100 feet of the property line pertinent to this request. Plans shall give the address of the property, name and address of the owner, and the name and address of the preparer. Plans shall show open space, ingress/egress, parking layout, easements, scale, and north arrow.
 2. Detail drawings.
 3. Landscape plan.
- C. Narrative description.
- D. Proof of control (option, lease, ownership).
- E. Other descriptions or materials as appropriate.

For Resubdivision of Land, You Must Also Submit:

- A. A plat of properties involved and all dimensions of the parcels to be resubdivided. (See Section 1213.08C of the Zoning Code)
- B. Plans regarding proposed use.

2. Public Hearing/Public Notice:

The City Planning Commission will determine the need for a Public Hearing. If it is deemed necessary, a Public Hearing will be set, and public notice will be sent to affected property owners and to the applicant. Public Hearing notices will also appear in a local newspaper of general circulation.
3. Public Meeting:

All requests will be heard at the regular meeting of the City Planning Commission. The applicant, or applicant's representative, will present the request to the Commission. The Commission may grant the request, deny the request, or continue its consideration of the request.
4. Council Confirmation:

Council confirmation is required for all Conditional Use Permits and may be required for other actions. Staff will notify you of the date Council will consider the request.
5. Referral to Building Department:

The applicant shall contact the Building Department to apply for all building permits. Approval by the City Planning Commission does not imply approval of plans by the Building Department.