

PROCEDURE FOR A SPECIAL USE PERMIT

1. The Applicant submits six (6) copies of an "Application for Special Use Permit" with the City Planning Department, 46 North Main Street. The Planning Department shall review for completeness within seven (7) days.
2. The City Planner will schedule a public hearing with the Zoning and Planning Commission and will submit an advertisement to the local newspaper at least seven (7) days prior to the Commission hearing. The applicant shall pay all costs of advertising.
3. The City Planner will also schedule a public hearing before the City Council to consider the vacation request and submit an advertisement to the local newspaper at least fourteen (14) days prior to the Council hearing. The applicant shall pay all costs of advertising.
4. The Applicant requesting the Special Use Permit must notify by mail at least fourteen (14) days prior to the Zoning and Planning Commission hearing the owners of all real property located within a radius of 300 feet of the lot (s) for which the Special Use Permit is requested.

The list of lots and blocks shall be provided by the Planning Department. The ownership and mailing addresses of those lots shall be obtained by the Applicant from the office of the County Assessor.

The fourteen (14) day notification period means that the notices shall be received fourteen (14) days prior to the Zoning and Planning Commission meeting.

4. The Applicant shall prepare and file an "Affidavit of Property Owners Notified" at least fourteen (14) days prior to the Zoning and Planning Commission meeting.
5. The Applicant shall post Special Use Permit signs along all adjacent public rights of way.
6. Written or oral protests may be filed prior to or at the time of the Zoning and Planning Commission meeting.
7. The recommendations of the Zoning and Planning Commission in addition to all documents and written protests shall be forwarded to the Council for their decision.
9. Written or oral protests may be filed prior to or at the time of the City Council meeting.
10. Council action.