SPECIFIC USE PERMIT APPROVAL PROCESS

APPLICATION SUBMITTAL	•SUBMIT COMPLETED APPLICATION FOR REVIEW
PRE-APPLICATION MEETING	•DISCUSS ANY AND ALL PLANS FOR THE SUP TYPE REQUESTED
DEVELOPMENT DEPARTMENT REVIEW	•THE PLANNER WILL REVIEW THE APPLICATION, PLANS, AND COMMENTS FROM PRE-APPLICATION MEETING
CITY SECRETARY SETS DATES	•CITY SECRETARY WILL DETERMINE PUBLIC HEARING DATES (2) •P&Z MEETING FOLLOWED BY NEXT CITY COUNCIL MEETING
NOTICES SENT OUT	•CITY SECRETARY PREPARES PUBLIC HEARING NOTICES & SUBMITS TO NEWSPAPER FOR PUBLISHING. PUBLIC HEARING NOTICES MAILED TO ALL PROPERTY OWNERS WITHIN 200FT OF THE SUBJECT PROPERTY NO SOONER THAN 15DAYS PRIOR TO PUBLIC HEARING.
1ST PUBLIC HEARING	• THE P&Z COMMISSION WILL HOLD A PUBLIC HEARING TO HEAR COMMENTS FROM PROPERTY OWNERS AND INTERESTED PARTIES
P&Z ACTION	•P&Z COMMISSION RECOMMENDS APPROVAL OR DENIAL OF THE SPECIFIC USE PERMIT TO CITY COUNCIL
2ND PUBLIC HEARING	•CITY COUNCIL WILL HOLD PUBLIC HEARING TO CONSIDER, DISCUSS, AND POSSIBLE ACTION
CITY COUNCIL ACTION	•SPECIFIC USE PERMIT REQUEST APPROVED OR DENIED BY CITY COUNCIL
DEVELOPMENT DEPARTMENT	• IF APPROVED DEVELOPMENT DEPARTMENT WILL ISSUE REQUIRED PERMITS FOR THE APPROVED ESTABLISHMENT