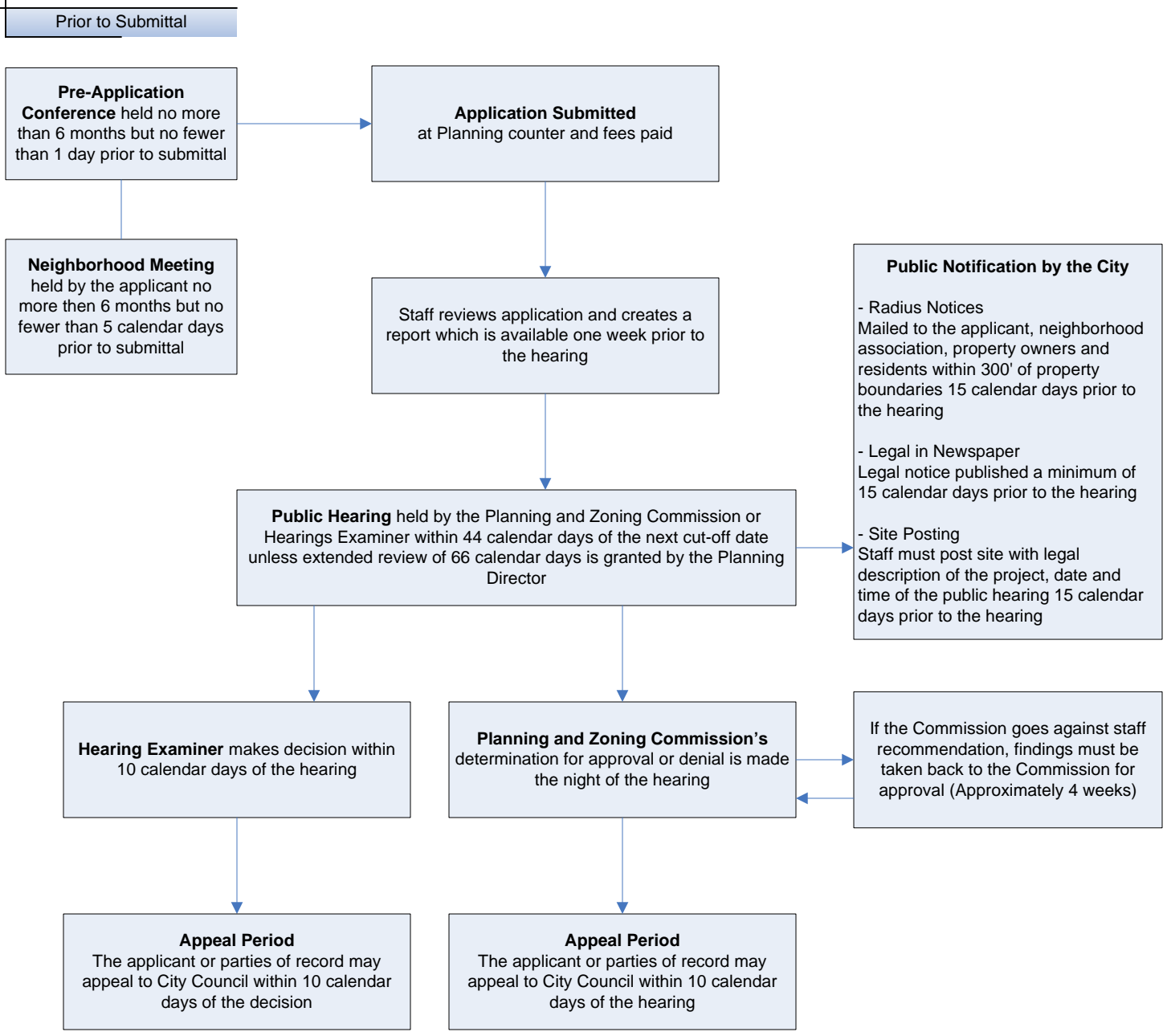


Conditional Use Permit Approval Process

Case Prefix: CUP

Public Version

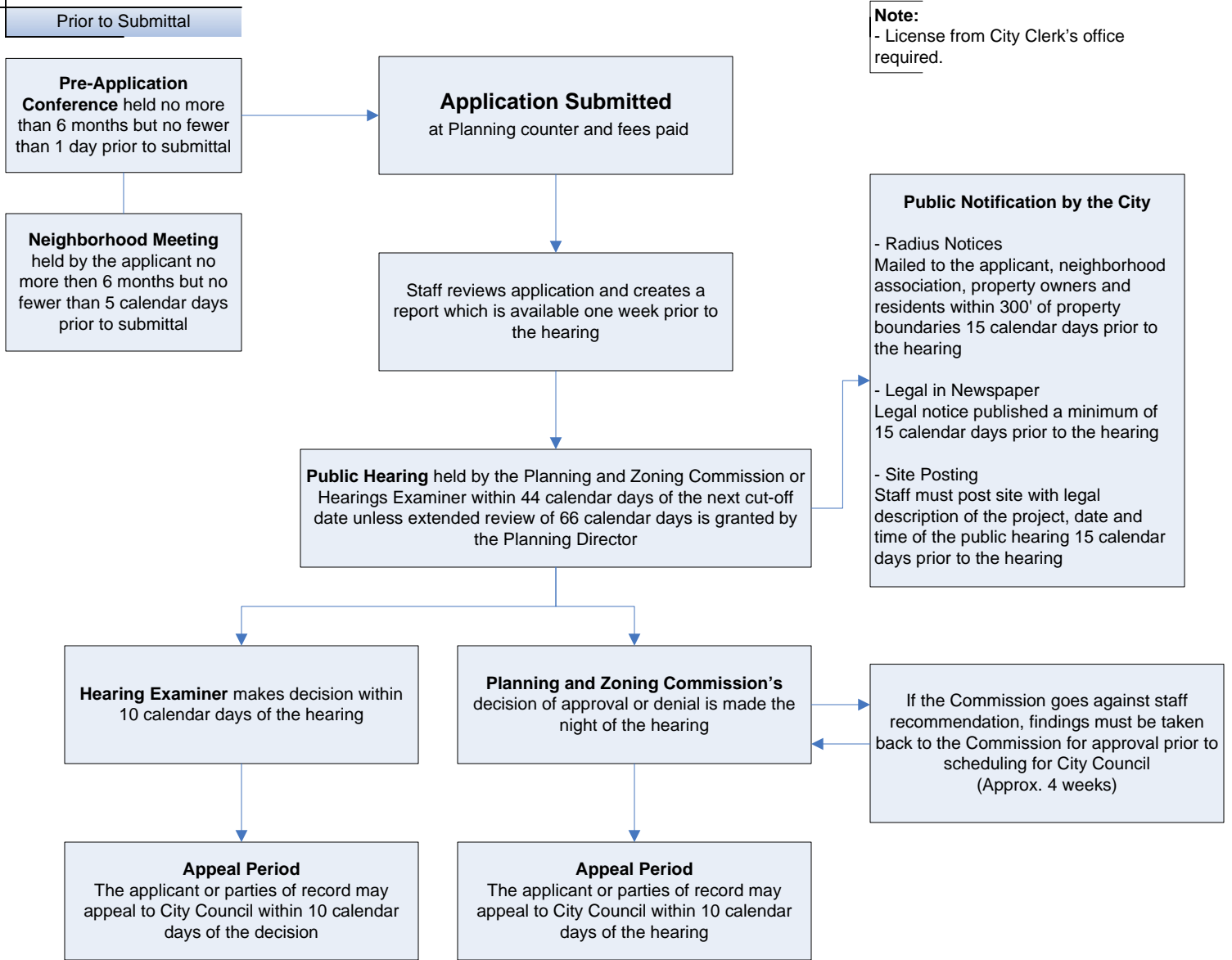


Note:
- Total review time including appeal period is approximately 2 to 3 months from application acceptance.

Child Care Application Approval Process (Commission Level)

Case Prefix: CUP

Public Version



Note:

- Total time including appeal period is 2 to 3 months from application acceptance.

Special Exception Approval Process

Case Prefix: CUP

Public Version

Prior to Submittal

Pre-Application Conference held no more than 6 months and no fewer than 1 day prior to submittal

Neighborhood Meeting held by the applicant no more than 6 months and no fewer than 5 calendar days prior to submittal

Application Submitted at Planning counter and fees paid

Staff reviews application and creates a report which is available one week prior to hearing

Public Hearing held by the Planning and Zoning Commission within 44 calendar days of the next cut-off date unless extended review of 66 calendar days is granted by the Planning Director

Public Notification by the City
Legal notice published in newspaper a minimum of 15 calendar days prior to hearing

Planning and Zoning Commission's recommendation for approval or denial is made the night of the hearing

If the Commission goes against staff recommendation, findings must be taken back to the Commission for approval prior to scheduling for City Council (Approximately 4 weeks)

Request to schedule application in front of City Council sent to the City Clerk's Office

Staff creates second report including recommendation and minutes from the Planning and Zoning Commission Hearing. Report available 2 weeks prior to hearing

Public Hearing held by City Council (Approximately 6 to 8 weeks after Planning and Zoning Commission Hearing)

Public Notification by the City
Legal notice published in newspaper a minimum of 15 calendar days prior to hearing

Note:
-Total review time is approximately 4 to 5 months from application acceptance.

City Council approves or denies application the night of the hearing