

Submit Application

Your application should be complete and you should have your building plans along with the site plan. One (1) digital copy and 12 hard copies of the special use permit site plan shall be submitted with all such applications. After The UDO Administrator confirms the application is complete, the SUP will be placed on the agenda for the next regularly scheduled meeting.

Special Use Permit



Board of Adjustment Hearing

The UDO administrator and committee will review the application. Additional information may be needed. If not, the board can approve the application or deny the application

Approvals

Conditions for the approval are set. A final written statement of fact is composed and you are able to start your building permit application

Denials

If the Board of Adjustment denies the permit, it shall enter the reason for its action in the minutes of the meeting at which the action is taken. A revised plan may then be submitted in the manner of a new application.

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Notice of quasi-judicial hearing.

The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the city shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way