

Special Use Permit Process to include Site Plan Review

Please submit three weeks prior to the Planning Commission meeting you choose to attend:

- One copy of your Special Use Permit/Site Plan Review Application
- Two checks, \$500.00 fee and \$2,000 escrow (residential) or \$3,000 escrow (commercial)
- Submit Thirteen copies of the following for the Planning Commission:
 1. Site Plan/Aerial of site and 200' beyond property lines, showing all pertinent information; dimensions, parking, signage, structures, fencing, water and any other information you deem necessary
 2. Additional drawings showing the layout of the proposed within the structure including dimensions
 3. Listing of compliance with Section 16.05 A, Special Use Permits General Standards
 4. Project summary and compliance with Article XVII (whichever section applies)
 5. If the Planning Commission accepts the package as complete you will need to submit an additional nine copies after the Public Hearing for the Board of Trustees Preliminary Review

Typically Site Plan Review packages are reviewed as preliminary and final. If your Site Plan Review can be submitted as a final it would delete two meetings from the process.

First Meeting - Planning Commission

Planning Commission will review package to determine if it is complete. If the package is complete the Planning Commission will schedule a public hearing.

Second Meeting - Planning Commission

Special Use Permit Public Hearing – After the public hearing the Planning Commission reviews the package and review letters. The Planning Commission may make a recommendation to the Board of Trustees the night of a public hearing. If they do not, a recommendation would be made at the third Planning Commission meeting.

Third Meeting - Planning Commission – Preliminary Review

The Planning Commission reviews all materials and makes a Special Use Permit recommendation and a preliminary Site Plan recommendation to the Board of Trustees.

Fourth Meeting – Board of Trustees – Preliminary Review (submit 9 copies of site plan)

Board of Trustees reviews all materials and makes a decision to approve or deny the Special Use Permit and makes a preliminary decision to approve or deny the Site Plan. Board of Trustees sends package back to the Planning Commission for final review

Fifth Meeting – Planning Commission – Final Review

The Planning Commission reviews the final Site Plan package and makes a final Site Plan recommendation to the Board of Trustees.

Sixth Meeting – Board of Trustees – Final Review

Board of Trustees reviews final package and makes a decision to approve or deny final Site Plan.