



SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

Section 18-59

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Application Form** – must be signed by property owner or be accompanied by an authorization letter
2. **Application Fee** – refer to the application form
3. **Letter of Intent** – narrative describing the SUP request including responses to all the review criteria in Section 18-59(c):
 - a. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
 - b. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - c. Adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, and other necessary site improvements have been or are being provided.
 - d. Measures have been or will be taken to provide adequate ingress and egress and designed to minimize traffic congestion and to ensure public safety and adequate traffic flow, both on-site and on the public streets.
 - e. The special use conforms or will be made to conform with all applicable regulations of the zoning district in which it is located.
 - f. The special use is in conformance with the Comprehensive Plan.
4. **Plan Set** – in a format, size, and scale to accurately depict the nature of the request. Plans submitted as part of an SUP may be conceptual and should consist of relevant information necessary to support the SUP request. Additional detail may be requested depending on the specifics of the case.

Note: If an SUP is requested in conjunction with a Development Plan, refer to the Development Plan submittal checklist to fulfill this requirement.

This is a general list of requirements. Some projects may require more or less information.

SUP review procedures involve staff review, a neighborhood meeting, and a Planning Commission approval at a public hearing, per Section 18-59.

Certain projects are eligible for administrative review, or administrative review may be requested in accordance with the procedures of Section 18-38.

The city may impose reasonable conditions upon the granting of an SUP consistent with the Comprehensive Plan, other stated development goals and objectives of the city, and the requirements of other city regulations.

A time limit for the duration of the SUP may be imposed as a condition upon the granting of an SUP. If a time limit has been imposed, the SUP automatically terminates when the time limit expires. The applicant shall be responsible for renewing the SUP through the SUP process prior to the expiration of the time limit.