



SPECIAL USE INSTRUCTION PACKET

Please include the following documents with the **Special Use Application**:

- Legal Description:** A digital copy of the legal description in Microsoft Word format. The file can be provided physically through a compact disc, flash drive, or e-mailed to the Principal Planner.
- Fees:** The fee for a **Special Use Application** includes:
 - **Application Fee:** \$175 (due at time of Application)
 - **Postage Fee:** The Postage Fee is calculated by the City, based on the number of notices sent by Certified and/or First Class Mail, as required by State Statute. The Postage Fee will be invoiced to the Applicant and is due prior to the Public Hearing before the Planning & Zoning Commission.
 - **Publication Cost:** The Publication Cost is the actual cost of publishing the Public Hearing Notice in the newspaper, as required by State Statute. The Publication Cost will be invoiced to the Applicant and is due prior to the Public Hearing before the Planning & Zoning Commission.

Special Use Process:

- Pre-Application Meeting:** A Pre-Application Meeting with the Technical Review Team (TRT) is required.
- Application:** A completed Application, including all of the required attachments.
- Review:** The Technical Review Team (TRT) will review the Application and provide the Applicant with questions and/or comments.
- Preparation of Notice of Public Hearings:** City Staff will prepare the notices of the Public Hearing.
- Staff Report:** The Technical Review Team (TRT) will prepare a Staff Report to be presented to the Planning & Zoning Commission and the City Council.
- Public Hearing, Planning & Zoning Commission:** The Planning & Zoning Commission will hold a Public Hearing at a regular meeting; all interested parties may appear and speak concerning the request. The Commission will make a recommendation to the City Council for approval or denial of the request.
- Public Hearing before City Council:** The City Council will hold a second Public Hearing. The City Council may then consider an Ordinance to allow the proposed use for the property, as requested. The City Council will render a decision on the request at the Second Reading of the Ordinance.