

# USE PERMIT

## SUBMITTAL OF APPLICATION

Application, site plan and fees submitted to Planning and Zoning.



## STAFF REVIEW

Planning and Zoning Staff will review the proposed request. If additional information is needed, staff will contact applicant. Staff completes parcel file research, determines adjoining property owners and makes necessary copies for distribution to neighbors.



## HEARING

A Public Hearing is held. The Director or Planning Manager determines approval or denial of application within 10 working days.



## DECISION TO APPLICANT

A decision letter is sent to the applicant. If denied, an applicant may appeal the denial decision to the Board of Adjustment and Appeals. Appeals must be filed within twenty (20) working days following the issuance of denial in writing to the Community Development Division stating grounds for appeal.