

CONDITIONAL USE PERMIT PROCEDURES

Conditional Use Permits are required for certain types of main uses, so classified because of their uncommon or unique characteristics, infrequency or occurrence, large area requirements or for other reasons. Such uses shall not be permitted by right.

PROCEDURE:

1. Application for a Conditional Use Permit shall be submitted to the Planning Commission. Forms are available in the Building Department. Applicant must show proof of interest in the property (option, purchase or lease agreement, or permission of the owner). Application must be accompanied with the following:
 - a. **Fee of \$75.00**
 - b. Drawings and/or plans and/or a statement as necessary to fully describe in detail all elements of the proposed use. Such data shall describe in detail the proposed use to the extent that the Commission can have no doubt as to the proposed usage, and can determine the effect upon surrounding properties, and further can evaluate the effect of the proposed use upon traffic, fire hazards, public utilities and the public health, safety, and welfare.
 - c. List of names and mailing addresses of property owners within 300 feet of all boundaries of the property where the proposed use shall be located.

PLANNING COMMISSION MEETINGS ARE HELD ON THE 2ND AND 4TH THURSDAY OF EACH MONTH AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE MUNICIPAL HALL, ONE PUBLIC SQUARE, WILLOUGHBY. DEADLINE FOR INCLUSION ON PLANNING COMMISSION AGENDA IS 3:00 P.M. THURSDAY TWO (2) WEEKS PRIOR TO COMMISSION MEETING.

2. A public hearing will be scheduled by the Planning Commission and notice of said hearing will be mailed to property owners within 300 feet of the proposed use and notice of the public hearing will be published in the newspaper at least 10 days prior to the hearing.
3. The Planning Commission shall make a determination based upon the information available or it may request additional information. If approved, the Commission shall set forth any specific terms, conditions or safeguards that shall be required so that the proposed use will conform with the intent and standards of the district. A Conditional Use Permit shall be issued and it shall be posted and openly displayed on the premises for which the Permit has been issued.
4. Approval of the Conditional Use Permit shall become null and void if not carried out within one year after date of approval. The City may revoke the Permit upon written evidence by any citizen or Official of violation of the Zoning Code and/or the written terms and conditions upon which the approval was granted.