

SPECIAL EXCEPTION USE PERMIT PROCEDURE

Completed application received

After Barb checks over application (special exception use permit checklist):

Goes to P & Z Meeting (Agenda, application, sketch, checklist, background information and correspondence, etc.) to the Commission Members and send notices and sketch to the applicants and to the property owners within 200' of the proposed location.)*

TO BOARD OF ADJUSTMENT

Application, sketch, notice of public hearing (**Publish notice 4 to 20 days before hearing [notice must be at EDN by Noon 3 days before publication]**), copy of P & Z Minutes recommending or not recommending approval of the request.

Sketch and notice of public hearing are sent to surrounding property owners within 200 feet.**

*Also see Planning & Zoning Commission Instructions

**Also see Board of Adjustment Instructions