



## **SPECIFIC USE PERMIT APPLICATION INFORMATION**

### **General Information:**

Specific Use Permits allow certain uses to take place on properties in a zoning district in which the use is not allowed by right. The City Council, after receiving a recommendation from the Planning and Zoning Commission, may approve the permit if the use is considered to be in conformance with the Comprehensive Land Use Plan and that the permit contains safeguards that are necessary to protect adjoining properties. Certain conditions may be imposed that must be met prior to obtaining a Certificate of Occupancy.

### **Application and Fees:**

The application fee for a specific use permit is \$150.00. This fee must be paid prior to submitting the application to Development Services. The application must be submitted at least 15 days prior to the next regularly scheduled Planning and Zoning Commission meeting.

### **Decision Making Process:**

#### **Staff Review**

The application for the specific use permit will first be reviewed the Development Services Department to ensure compliance with the standards of the Development Code and the Zoning Ordinance. Public notices will be mailed by Staff to all properties within 200-feet of the property requesting the specific use permit. Notices must be postmarked at least 11 days prior to the Planning and Zoning Commission meeting.

#### **Planning and Zoning Commission Review**

Planning and Zoning Commission will review the specific use permit request, conduct a public hearing and make a recommendation which will be forwarded to the City Council. The Planning and Zoning Commission meets the first Thursday of each month at 1:30 pm in the City Hall Council Chambers.

#### **City Council Review**

After the Planning and Zoning Commission makes a recommendation on the specific use permit, Staff will advertise the public hearing held by the City Council 16 days prior to the Council meeting. The City Council will review the specific use permit request, consider the Planning and Zoning Commission's recommendation, conduct a public hearing and may take action to approve or deny the specific use permit. The City Council meets the second and fourth Monday of each month at 5:30 pm in the City Hall Council Chambers.

#### **Attendance and Presentation by the Applicant**

The applicant for the specific use permit is required to attend both the Planning and Zoning Commission and City Council meeting. If the applicant is not the property owner, it is recommended that the property owner also be present at the hearing to answer questions if necessary. The applicant should be prepared to explain the reason for the specific use permit at both public hearings.



## SPECIFIC USE PERMIT APPLICATION

APPLICANT INFORMATION			
Applicant Name:	_____		
Address:	_____		
City:	State:	Zip:	_____
Phone Number:	Email:	Fax:	_____

PROPERTY DESCRIPTION			
Address (if available):	_____		
Subdivision:	Lot:	Block:	_____
Anderson County Appraisal District Block Map #	Tract #:	_____	
Existing Deed Restrictions:	<input type="checkbox"/> Yes (Attach a copy with the application)	<input type="checkbox"/> No	
Proposed Deed Restrictions:	<input type="checkbox"/> Yes (Attach a copy with the application)	<input type="checkbox"/> No	

PRESENT USE OF PROPERTY	
Describe how the property is currently being used:	_____
_____	
_____	

PROPOSED USE OF PROPERTY	
Describe the proposed use of the property (be specific):	_____
_____	
_____	
_____	
_____	
_____	

Attach additional sheets if necessary including any surveys or drawings that will show the proposed improvements on the property.

Application continued on the second page.



## SPECIFIC USE PERMIT APPLICATION

### PROPERTY OWNER OR AUTHORIZED APPLICANT ACKNOWLEDGEMENT

I acknowledge under penalty of perjury that I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property described in this application.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_

Day/Month/Year

By: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Applicant