

Checklist for Conditional Use Permit

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-A variance is any project that a citizen of the city wishes to do to/on their property, which doesn't fall under the zoning ordinance.

_____ Completed Application and Idea Presentation in writing.

_____ Start this checklist (keep with file).

_____ **Date** of Concept Meeting with Administrator

_____ Concept Review w/Administrator (prior to public hearing)

_____ **Date** that Plans are Submitted (**60 days starts**)

Public Notices:

_____ County Press Notified. (Notice must be 10 days prior to Public Hearing/No more that 15 more days. The paper needs notice by Monday 10:00 am for that week)

_____ Notified Residence w/in 500 feet of project area. (Notice must 10 days prior to Public Hearing/No more than 15 days. Notices must be certified letters

_____ Notice posted in Bank. (3 days prior to Public Hearing)

_____ Notice posted in Post Office. (3 days prior to Public Hearing)

_____ Notice Posted in City Hall. (3 days prior to Public Hearing)

Internal Review- Packets Sent To:

_____ DNR returned? _____yes

_____ City Engineer returned? _____yes

_____ County Wetlands returned? _____yes

_____ City Public Works returned? _____yes

_____ City Building Inspector returned? _____yes

_____ City Administrator completed? _____yes

Next steps in the process:

_____ Packet Completed for Planning Commission Plat Review

_____ Packet Completed for City Council Plat Review

_____ Final Plat Submitted (**60 days ends**)

Next steps in the process:

-Internal Review

-Meeting with developer

_____ Packet Completed for Planning Commission Recommendation

_____ Packet Completed for City Council Decision

End of process.