Conditional Use Permit Process

May take two months, Board of Adjustment Action Required for Approval

1.	**Submittal**	Application, fee, site plan, and narrative explaining how the proposed use will meet each of the Standards for Approval listed in Chapter 90.04 and any supplemental standards submitted to the Planning and Development Department (P&D)	Attorney or engineer may be used to prepare application, but not required Board of Supervisors approval of site plan may be required separately
2.	**Review**	County Staff review complete submittals for conformance with Standards for Approval listed in Chapter 90.04 and any supplemental standards, General Site Planning Standards (County Code Chapter 88), and other requirements	Comments provided within 2-4 days, applicant responds in 2-4 days Revisions to the site plan and multiple rounds of review comment are typical
3.	**Notice**	P&D staff send notice one week prior to Board of Adjustment and Planning and Zoning Commission meetings once a submittal is complete and in final draft	Property owners within ¼ mile, cities, school districts, & utilities are notified Applicant encouraged to contact neighbors prior to notice
4.	**Planning and Zoning Commission**	P&D staff prepare staff report and recommendation and place request on Planning and Zoning Commission Agenda for discussion, consideration, and recommendation to Board of Adjustment	The staff report and recommendation may include conditions of approval Applicant and public may address the Commission after staff presentation
5.	**Board of Adjustment Meeting**	P&D staff prepare staff report with the Commission's recommendation, and place request on Board of Adjustment Agenda for discussion, consideration, and action	Applicant and public may address the Board after a staff presentation The BOA's approval may include conditions
6.	**Record**	If the request is approved by the Board of Adjustment, P&D staff record the conditional use permit; permits expire if substantial action is not taken within 5 years of issuance or work is discontinued for 1 year. See Chapter 90.05	Appeal of BOA's decision may be filed with district court within 30 days Modifications to the permit may be requested through same process