



**Application Submittal Checklist for a
SPECIAL USE PERMIT (SUP)
Planning & Development Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting an application for a **Special Use Permit**. The purpose of a special use permit is to individually and publicly review the configuration, density, and intensity of a use that is inherently incompatible with the character of all zones, but essential to the community and therefore some provision must be made for its existence and operation.*

When is a Special Use Permit required?

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Conditional Use Permit are denoted with a "S." You can also determine whether a Special Use Permit is required by referencing Subsection C of the applicable zone.

Do I need a Pre-Application Conference first?

Yes, a Pre-Application Conference is required.

POSTED NOTICE. *The applicant is responsible for posting and maintaining a notice of the public hearing on the land subject to the application. The posted notice shall meet the following standards.*

- **Content.** The posted notice shall contain the notice content required by Subsection 1 above, except the description of the location of the land subject to the application. A template is available in the Administrative Manual.
- **Timing.** The notice shall be posted for at least 10 days prior to the hearing, and shall be removed within 5 days following the hearing.
- **Size.** The notice shall be 4 ft by 4 ft.
- **Location and Legibility.** A notice shall be placed along each front lot line so as to be legible from each access point to the site. The notice may be mounted to a building. If the notice is freestanding, it should be set back 2 ft from any lot line or access easement.
- **Materials.** The notice shall meet the materials standards of Div. 5.6. and shall not be lighted.

FINDINGS FOR APPROVAL. A special use will be reviewed pursuant to the standards in **Section 8.4.3, Special Use Permit**.

A special use permit shall be approved upon finding the application:

1. Is an appropriate site for the use in consideration of a comprehensive community-wide location study for the use; and
2. Will not constitute a substantial physical hazard to a neighboring property; and
3. Will not have a significant adverse effect on publicly owned land; and
4. Minimizes adverse environmental and visual impacts to the extent possible, considering the nature and essential existence of the use; and
5. Will not damage or contaminate a public, private, residential or agricultural water supply source; and
6. Complies with all standards imposed on it by all other applicable regulatory agencies; and
7. Complies with all other relevant standards of these LDRs and all other County Resolutions; and
8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

GENERAL INFORMATION.

_____ **Response to Pre-Application Conference Summary Checklist.** During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.