



## **Planning and Zoning Procedures**

**To apply for a Specific use permit, Variance, or Zone change:**

1. Obtain an application from City Hall.
2. Submit the completed application along with all supporting documents to City Hall. All applicable fees (non-refundable) must be submitted at the time the application is submitted
3. The Planning and Zoning Commission will be notified of your request. If additional information is needed, you will be contacted.
4. The Planning and Zoning Board will put the request on their agenda and will notify you of the date and time.
5. The Planning and Zoning Board will then make a recommendation to the City Council at the next available meeting.

**Failure to follow these procedures will create delays in the processing of the request.**