



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 \$300.00. 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: ☐ Yes (Attach a copy with the application) ☐ No
Proposed Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ 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.