



Specific Use Permit Application Checklist

This document outlines the procedures and submittal requirements necessary to obtain a Specific Use Permit within the City of Athens.

Pre-Application Meeting

A pre-application meeting with city staff is required prior to formal submittal. The meeting will be used to discuss the proposal and outline the general process and requirements.

Submittal Process

Following the pre-application meeting, an application for a zoning change may be submitted to the Development Services Department. See the current Planning & Zoning Commission meeting schedule for submittal deadlines. Submittal requirements are:

- ☐ **Signed development application**
- ☐ **Specific Use Permit application checklist**
- ☐ **Detailed site plan**
- ☐ **Landowner Authorization form**
- ☐ **Tax statement from Henderson County showing property taxes are current**
- ☐ **Verification of no unpaid City liens**
- ☐ **Application fee of \$350**

Review Process

Staff will prepare the application for review by the Planning & Zoning Commission and City Council. The surrounding property owners within 200 feet will be notified of the request and notice will also be published in the local newspaper and on the city website.

Prior to the meetings, staff will meet with the applicant to discuss the presentation. The applicant or their representative is required to attend all meetings.

Planning & Zoning Commission

The Planning & Zoning Commission will hold a public hearing and consider the request. They typically meet on the first Monday of each month. They will make a recommendation for approval or denial of the request. If recommended for approval, the request will advance to the City Council for two readings. If the request is recommended for denial, the applicant can appeal the decision to the City Council as outlined in Chapter 22, Article II, Section 22-10 of the City Code of Ordinances.

City Council

The request requires two readings with Council which are typically held on the second and fourth Mondays of each month. A public hearing will be held with the first reading. After the public hearing, the Council may approve the request in whole or in part, deny the request in whole or in part, table the application to a future meeting, or it may refer the application back to the Planning & Zoning Commission for further study.

If Council approves the request, the applicant will be provided a copy of the adopting Ordinance for their records. If Council denies the request, the applicant may reapply as outlined in Chapter 22, Article II, Section 22-10 of the City Code of Ordinances.