**SPECIAL USES**

(See Article 23)

SPECIAL USE PROCEDURE

Certain uses or exceptions are permitted in some zoning districts, only when a special use permit has been obtained from the City Council. Such uses require special study with respect to specific location and design considerations to assure that they will have minimal negative impact on surrounding properties.

The applicant shall first meet with the Zoning Administrator to receive a full explanation of the zoning and special use requirements, and an application form.

The applicant shall submit a completed application form to the Office of the Zoning Administrator and pay the appropriate fee for the structures on the property in question, adjacent property, parking spaces, driveways, and other information as required by the adopted zoning regulations. An application shall not be processed unless it has been fully completed, the fee paid, and all required information submitted.

The Zoning Administrator shall then schedule consideration of the application at the next regular meeting of the Planning Commission. The Office of the Zoning Administrator shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least 20 days prior to the hearing, and follow the adopted procedures for considering a special use permit as prescribed in the zoning regulations.

The Planning Commission shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. The public hearing may be adjourned from time to time and, upon its conclusion, the Planning Commission shall prepare and adopt its recommendation to the Governing Body. This recommendation shall be submitted along with an accurate record of the public hearing.

The Governing Body shall consider the Planning Commission's recommendation and shall act upon the Planning Commission recommendation as prescribed in the adopted zoning regulations. If the Governing Body approves the application, it shall adopt an ordinance to that effect.

LOT SPLIT

Lot Split Procedure

When specified conditions occur, one existing parcel of land may be divided into two lots using a simplified procedure instead of a formal plat. This procedure, known as a lot split, is faster and less costly to follow, but can only be used if all the criteria specified in the subdivision regulations are followed.

The applicant shall meet with Zoning Administrator to receive an explanation of the lot split procedure, including its requirements and limitations.

The lot split application shall be completely filled out and returned to the Zoning Administrator with the appropriate fee as set forth by the governing body. As a part of the application, four (4) copies of a scale drawing shall be submitted showing the boundaries of the existing parcel; the location of all structures; the precise nature of the proposed split; the legal description of the lots to be formed; and the name, signature, and seal of the licensed engineer or the registered land surveyor who prepared the drawing. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Planning Commission shall review the proposed lot split at a regular scheduled meeting based on the criteria specified in the adopted subdivision regulations.

The Planning Commission shall, within thirty (30) days of application, in writing, ratify or not ratify, or continue for cause those applications, which, in its opinion, do not comply with the Subdivision Regulations.

No building permit shall be issued for any site, which contains a division of a platted lot of record, unless such division has been ratified in the manner provided in the subdivision regulations.