

CONDITIONAL USE PERMIT PROCEDURE

1. Submit a written application to the Bethany Planning and Zoning Commission, setting forth the legal description of the property for the conditional use request, the street address or approximate location, the names and addresses of the owners thereof.
2. Return your application, the required accompanying data and the filing fee of \$125.00 to the Community Development Department. Once the application has been received and reviewed for completeness, the Community Development Director will schedule your application on the next available Planning & Zoning Commission Agenda.
3. The Planning Staff will research and analyze your request and prepare a staff report with recommendation, which will be mailed to each member of the Planning and Zoning Commission and to each member of the City Council.
4. At the next scheduled Planning and Zoning Commission meeting, your request will be considered at a public hearing. You will be sent notice of this meeting and you or your representative must be present. The Planning Staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Planning Commission concerning your request.
5. At the conclusion of this public hearing the Planning Commission, by majority vote, will recommend that the ordinance to accomplish your requested conditional use either be approved or denied. This recommendation will be transmitted to the City Council.
6. When the Planning Commission has acted upon an application for conditional use, an ordinance shall be prepared and introduced before the City Council at a public hearing. The City Council may continue that hearing from time to time, prior to final action thereon.
7. At the public hearing, the City Council will vote either to adopt or reject the proposed

conditional use ordinance. You or your representative must be present at this meeting.

8. Both the Planning Commission and the City Council meetings are held in the Council Room (East Wing), Bethany City Hall, 6700 N.W. 36th St. The Planning Commission meetings begin at **7:00 P.M.** and the City Council meetings begin at **7:30 P.M.** The average conditional use case takes about 50 days from the time we receive the application until final approval.

APPLICATION FOR CONDITIONAL USE PERMIT

We, the undersigned, being the owners or legal agents for the owners of more than fifty-one percent of the following described property, do hereby make application and petition the City Council to approve the conditional use permit as hereinafter requested.

Name of Applicant: _____ Phone #: _____

Address: _____

Record Property Owner(s): _____ Phone #: _____

Address: _____

Address of Property: _____

Legal Description of Property: _____

Proposed Conditional Use:

Present Use of property:

Size of property (in acres and/or feet):

The application shall be accompanied by the following:

- a. Filing Fee.
- b. One (1) copy of the legal description of the property sought for Conditional Use Permit if not described above.
- c. One (1) copy of site plan of the proposed site for the conditional use request.

In order that your application can be heard at the next Planning Commission meeting, the complete application, accompanying information, and filing fees must be submitted before 12:00 noon the day of the deadline.

Signature
of Applicant: _____ Phone #: _____
Date: _____

Signature
of Property Owner: _____ Phone #: _____
Date: _____