

CONDITIONAL USE PERMIT: PROCESS & PROCEDURE TO OBTAIN

A routine Conditional Use Permit application process takes approximately 60-90 calendar days to complete, following the receipt of ALL required documents.

GENERAL PROCEDURE:

1. Petitioner meets with Zoning Department staff to discuss the proposal.
2. Petitioner files application and all required supporting documentation and fees with the Zoning Department. *(The fee for a Conditional Use Hearing is non-refundable.)*
 - a. Photos may be provided and are *recommended*, but are *not mandatory*.
 - b. Multiple copies of documentation must be provided to the Zoning office for distribution to the Planning and Zoning Commission and Zoning Board of Adjustment for review. Currently the number of copies needed is eighteen (18).
3. Zoning staff reviews and distributes application materials to other departments for review*
 - The materials submitted by the applicant are the only items that will be distributed to the Zoning Commission and Board of Adjustment member for review. *Make sure your information includes everything necessary.*
4. Zoning staff develop a staff report to be presented to the Planning and Zoning Commission.
5. The item is scheduled on the agenda for the next available Planning and Zoning Commission meeting. (This meeting will not be scheduled until required paperwork has been received.)
6. The Planning & Zoning Commission meets to discuss the application and make a recommendation to the Board of Adjustment.
7. Zoning staff schedules the item on the agenda for the next available Board of Adjustment meeting.
8. Zoning staff send notices to adjoining property owners.
9. Zoning staff requests public hearing notice(s) be published in the appropriate newspapers.
10. Board of Adjustment holds a public hearing on the proposal to determine
 - a. whether conditional use criteria are met as defined as by the Zoning Ordinance
 - b. the impact the proposal may have adjacent property owners
 - c. approval or disapproval of application
11. The Board of Adjustment may impose special conditions and/or separation distances.
12. A Zoning Permit is issued by the Zoning Department following approval of the Conditional Use request by the Zoning Board of Adjustment and payment of all fees by the petitioner.

The burden of persuasion is on the applicant as to whether the project, if completed as proposed, will comply with the requirements of the Sioux County Zoning Ordinance.

****There are additional requirements pertaining to Conditional Use Permits for Open Air Sales and Salvage Yards – please contact the Zoning Office at 712-737-3820 for more information pertaining to these usages.***