



**Farr West City**  
**CHECKLIST FOR ISSUANCE OF CONDITIONAL USE PERMIT**

1. \_\_\_\_ Applicant submits APPLICATION FOR ISSUANCE OF CONDITIONAL USE PERMIT
2. \_\_\_\_ Staff places item on Planning Commission agenda to consider setting a public hearing. (Commission may deny at this point if application is not complete or does not satisfy the requirements of municipal code *17.48.020*)
3. \_\_\_\_ A public hearing is conducted as required by the municipal code as part of the consideration of the application.
4. \_\_\_\_ Staff places item on Planning Commission agenda to consider application after the public hearing.

**Planning Commission**

- (a) \_\_\_\_ Review only those standards that are written in the municipal code that apply to the consideration of the application. (If there are no standards, approve the application as if it were a permitted use without imposing conditions.)
  - (b) \_\_\_\_ Consider only the application, the relevant and credible evidence that concerns the negative aspects of the proposed use in the proposed location, and only to the extent that the municipal code requires mitigation for specific aspects of a use (i.e. traffic, noise, smell, light, etc.)
  - (c) \_\_\_\_ After considering the municipal code-based standards and the evidence, identify the potentially negative aspects of the proposed use in the proposed location.
  - (d) Either:
    - a) \_\_\_\_ Recommend approval of the use as proposed; or
    - b) \_\_\_\_ If appropriate, impose reasonable conditions supported by substantial evidence in the record that cause the application to:
      - i. Comply with the standards in the municipal code; and
      - ii. Mitigate the potentially negative aspects of the proposed use that are required by standards in the municipal code; or
    - c) \_\_\_\_ Deny the use and adopt findings supported by substantial evidence in the record why the application:
      - i. Does not comply with the standards in the municipal code, and
      - ii. Cannot be mitigated by additional conditions.
  - (e) \_\_\_\_ Preserve the record of the proceedings to document what was considered before a decision was made related to the application.
  - (f) \_\_\_\_ The decision of the Planning Commission may be appealed to the City Council by filing such appeal within fifteen (15) days after the date of the notice of decision sent with the application.
5. \_\_\_\_ Staff places item on City Council agenda (if recommended or appealed) to consider the application.

## **City Council**

(a) Either:

- a) \_\_\_\_\_ Approve the use as proposed; or
  - b) \_\_\_\_\_ If appropriate, impose additional reasonable conditions supported by substantial evidence in the record that cause the application to:
    - i. Comply with the standards in the municipal code; and
    - ii. Mitigate the potentially negative aspects of the proposed use that are required by standards in the municipal code; or
  - c) \_\_\_\_\_ Deny the use and adopt findings supported by substantial evidence in the record why the application:
    - i. Does not comply with the standards in the municipal code, and
    - ii. Cannot be mitigated by additional conditions.
- (b) \_\_\_\_\_ Preserve the record of the proceedings to document what was considered before a decision was made related to the application.
- (c) The decision of the city council shall be considered final.

6. \_\_\_\_\_ Upon receipt of a conditional use permit, the developer shall take such permit to the building inspector, who will review the permit and conditions attached. Based on this review and compliance with any other items that might develop in the pursuance of his or her duties, the building inspector may approve an application for a building permit and shall ensure that development is undertaken and completed in compliance with said permit conditions pertaining thereto.
7. \_\_\_\_\_ Unless there is substantial action under a conditional use permit within a period of one year of its issuance, the conditional use permit shall expire. The Planning Commission and/or City Council may grant a maximum extension of six (6) months under exceptional circumstances.