

# **IMPROVEMENT LOCATION PERMIT PROCEDURE**

1. Preapplication conference with staff (acquire application and Zoning Codes)
2. File permit application and pay fees in accordance with Sec. 154.42 of the Zoning Code, prior to Site Plan Review.
3. Submit preliminary Site Plan for staff review.
4. Submit final Site Plan for staff review.
5. If Plan Commission review is not required, designated staff may grant the permit at this time.
6. If Plan Commission review is required, the applicant must present staff approved Site Plan to the Plan Commission at it's monthly meeting for review. Applicant must follow the notification procedure in Sec. 154.29 G) of the Zoning Code.
7. Upon completion of the Site Plan Review, along with staff recommendations, the Plan Commission may then grant or deny the permit.
8. If the application requests a Variance, Special Exception, Special Use or a Conditionally Permitted Use, the Plan Commission will then make it's recommendation to the Board of Zoning Appeals.
9. At this time the applicant must request to be put on the agenda for the next B.Z.A. Public Hearing and pay fees in accordance with Sec. 154.42 of the Zoning Code.
10. At this time the applicant must obtain names and mailing addresses of all property owners within ( 200' ) of affected parcel. The applicant must then notify said property owners by certified mail, ten days prior to the Hearing per. Sec. 154.16 5.C) of the Zoning Code.
11. At the Public Hearing, the B.Z.A. will hear the request from the applicant, public input and the recommendation from the Plan Commission. After final review the B.Z.A. will rule on the request.