



**Application Submittal Checklist for a  
SPECIAL USE PERMIT (SUP)  
Planning & Building Department  
Planning Division**

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**APPLICABILITY.** *This checklist should be used when submitting an application for a **Special Use Permit**. The purpose of a special use permit is to individually and publicly review the configuration, density, and intensity of a use that is inherently incompatible with the character of all zones, but essential to the community and therefore some provision must be made for its existence and operation.*

**When is a Special Use Permit required?**

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Conditional Use Permit are denoted with a "S." You can also determine whether a Special Use Permit is required by referencing Subsection C of the applicable zone.

**Do I need a Pre-Application Conference first?**

Yes, a Pre-Application Conference is required.

**FINDINGS FOR APPROVAL.** A special use will be reviewed pursuant to the standards in **Section 8.4.3, Special Use Permit**.

A special use permit shall be approved upon finding the application:

1. Is an appropriate site for the use in consideration of a comprehensive community-wide location study for the use; and
2. Will not constitute a substantial physical hazard to a neighboring property; and
3. Will not have a significant adverse effect on publicly owned land; and
4. Minimizes adverse environmental and visual impacts to the extent possible, considering the nature and essential existence of the use; and
5. Will not damage or contaminate a public, private, residential or agricultural water supply source; and
6. Complies with all standards imposed on it by all other applicable regulatory agencies; and
7. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and
8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

**GENERAL INFORMATION.**

\_\_\_\_\_ **Response to Pre-Application Conference Summary Checklist.** During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.