

Conditional Use Permits Municipal Code Section 16.105.010

Step 1: Pre-Application Meeting
Section 16.105.010 (d) (i)

Step 2: Complete Application
Section 16.105.010 (c)

[Application Link](#)

Step 3: Pay Fees & Submit Reimbursement Agreement
Section 16.105.010 (d) (ii)

7 Calendar days

Applicant Submits Complete Application

Step 4: Completeness Review by the Town
Section 16.105.010 (d) (iii)

Incomplete

Complete

No less than 30 calendar days

Step 5: Town clerk publishes public notice in the official newspaper
Section 16.105.010 (d) (vi)

At least 7 Calendar days before P.C. Review

Step 6: Planning Commission Review
Section 16.105.010 (e)

No more than 30 calendar days

Step 7: Town clerk publishes public hearing notice in the official newspaper
Section 16.105.010 (f)

At least 15 Calendar days before hearing

Step 8: Applicant obtains notice from Town Clerk & mails out to property owners within 300 feet. Applicant provides proof of mailings to the Town
Section 16.105.010 (f)

At least 7 Calendar days before hearing

Step 9: Board of Trustees Public Hearing
Section 16.105.010 (g)

Denial

Approval