

Conditional Use Permits - Renewal

Municipal Code Section 16.105.015

Step 1: Complete Application
Section 16.105.015 (a)

[Application Link](#)

Step 2: Pay Fees & Submit Reimbursement Agreement
Section 16.105.015 (b) (i)

7 Calendar days

Applicant Corrects
Deficiencies & Resubmits

Step 3: Completeness Review by the Town
Section 16.105.015 (b) (ii)

Incomplete

Complete

No more than 30 calendar days

Step 4: Applicant obtains notice from the Town Clerk and mails to property owners within 300 feet of the parcel boundary. Applicant provides proof of mailing to the Town
Section 16.105.015 (b) (v)

No more than
20 calendar
days

Step 5: Town clerk publishes public hearing notice in the official newspaper
Section 16.105.015 (b) (vi)

At least 7 calendar
days before hearing

Step 6: Board of Trustees Public Hearing
Section 16.105.015 (b) (vii)

Denial

Approval