

## ***Conditional Use Permits***

A Conditional Use Permit is a permit issued by the Franklin County Planning and Zoning Commission that authorizes the recipient to use a property for a particular use designated by the Land-Use Regulations. Conditions will be attached to the permit and must be satisfied for the permit to remain valid.

The applicant must first fill out a General Application form. This can be obtained by either coming into the Planning and Zoning Office, Monday-Friday between 8am and 4:30pm, or it can be accessed via the internet.

Once the applicant has filled out the General Application, they must submit it to the Planning and Zoning Office along with a copy of the general warranty deed, a sketch plan of the property, and a fee of \$650.00 at least thirty (30) days prior to the next regularly scheduled Planning and Zoning Commission meeting (held the third Tuesday of every month).

Along with the application, the Planning and Zoning Office would like to receive as much information about the proposed activity as possible. The more information that is provided, the smoother the hearing will be.

Once the application is received, it will be reviewed by the Planning and Zoning Staff and added to the next available agenda for the Planning and Zoning Commission meeting. Public notices about the hearing will be sent to the property owners within six hundred (600) feet of the property in question. In addition, a notice will be placed in the newspaper.

At the Public Hearing, the Planning and Zoning Commission will hear the applicant's testimony as well as anyone else in favor of the application. Next, they will ask if there are any people opposed to the application and they will hear the testimony of those opposed.

The application will be on the agenda as "New Business" at the first hearing. Generally an item of "New Business" will not be voted on at that hearing. It will usually be moved to "Old Business" and voted on at the following month's hearing.

If there is no opposition and the Planning and Zoning Commission have no major questions or concerns, it is possible that the application could be moved to "Old Business" and voted on at that night's hearing.

If the application is not moved to "Old Business" at the first hearing, the Planning and Zoning Review Committee will review the application further, which may include a site visit of the property. They will then make a recommendation to the Planning and Zoning Commission on whether or not to approve the application. The application will be voted on at the next regularly scheduled Planning and Zoning Commission Meeting. The result of the decision will be mailed to the applicant.