

## ***Conditional Use Permit Process***

A Conditional Use Permit (CUP) is a permit issued by the Franklin County Planning & Zoning Commission that authorizes the recipient to make use of property in accordance with the requirements of the regulations, as well as any additional requirements imposed by the Planning & Zoning Commission.

The applicant must first fill out the General Application Form. This form is available in the Planning & Zoning Office (open Monday-Friday, 8 a.m.-4:30 p.m.), or on our website at [franklinmo.org](http://franklinmo.org).

Once the applicant has filled out the General Application Form, they must submit it to the Planning & Zoning Office along with the General Warranty deed, a sketch plan of the property, the Applicant Information Form, and a fee of \$650.00 at least thirty (30) days prior to the next regularly scheduled Planning & Zoning Commission meeting (held the third Tuesday of every month). Along with the application, the Planning & 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. Please note that, as each situation is unique, the Planning & Zoning Department and/or the Planning & Zoning Commission may require more information to be submitted.

When the application is received, it will be reviewed by Planning & Zoning Staff and added to the agenda for next available Planning & Zoning Commission meeting. After it has been reviewed by Planning & Zoning Staff, public notices will be sent to the property owners within six hundred (600) feet of the property, notifying them of the public hearing. In addition, a notice will be placed in the newspaper.

If the Conditional Use Permit is for a subdivision in the Non-Urban & Agricultural Zoning District, at least 1 sign shall be erected for each 1000 feet of street frontage. Applicant shall pay \$30 for each sign to be erected.

At the Public Hearing, the Planning & Zoning Commission will hear the testimony of the applicant as well as anyone else in favor of the application. Next, they will ask for testimony of those opposed to the application.

The application may be moved to "Unfinished Business" and voted on the same night. If the application is not moved to Unfinished Business that night, it will be Unfinished Business at the following month's Planning & Zoning Meeting. The Planning & Zoning Commission will vote on whether or not to approve the CUP and which conditions, if any, will be imposed. The Planning and Zoning Commission agendas and transcripts are posted on our website at [franklinmo.org](http://franklinmo.org).