

## CONDITIONAL USE PERMIT APPLICATION PROCESS

- The Applicant submits a completed application, on the forms provided, to Nez Perce County Planning and Building Services and pays a \$175.00, non-refundable fee.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Once staff determines the application is complete, a public hearing date is set for the application to be considered by the Nez Perce County Planning and Zoning Commission.
- The Nez Perce County Planning and Zoning Commission meets on the third Tuesday of each month.
- You will be notified of the hearing date. Completed applications must be submitted 28 days prior to the next public hearing date.
- Nez Perce County Planning and Building Services notifies all residents, by mail, within 1000 feet of the site location in the County and within 300 feet within the Area of City Impact. This notifies them of the nature of your request, the date of public hearing, and solicits comments from them.
- Nez Perce County Planning and Building Services solicits comments from several public agencies so a recommendation can be made.
- After all comments have been received, staff prepares a report to present to the Planning and Zoning Commission. The Applicant will receive a copy of this report 5-7 days prior to the scheduled hearing.
- The Nez Perce County Planning and Zoning Commission holds a public hearing on the request. The Applicant is invited to speak as well as others who wish to provide testimony, whether in favor of or in opposition to the request. **IT IS STRONGLY RECOMMENDED THAT THE APPLICANT BE IN ATTENDANCE AT THIS MEETING.**
- The Planning and Zoning Commission will make a decision, which include, but is not limited to approval as submitted, approval with additional conditions or denial.
- The following month, at the next regularly scheduled meeting of the Nez Perce County Planning and Zoning Commission, Findings of Facts, Conclusions of Law and Decision are adopted.
- The Findings of Fact, Conclusions of Law and Decision are sent to the Auditor's Office for recording making the decision final.
- The process will take between 60 to 90 days to complete