

SPECIAL LAND USE (SLU) APPLICATION PROCESS

The Special Land Use process shall follow the steps outlined below with no deviations.

1. Special Land Use and Site Plan Review applications will need to be obtained. The applications can be acquired at Perry City Hall from the City Clerk or downloaded from the City's [website](#).
2. A Site Plan is also required. See [Chapter 14, Table 14.03](#) of the City of Perry Zoning Ordinance for site plan requirements.
3. The completed forms, site plan, and required application materials will need to be submitted to the City Clerk with the current application fees.
4. The City Clerk will give the applications to the Zoning Administrator.
5. The Zoning Administrator may require additional information from the applicant. If the Zoning Administrator determines that the application is complete, it is turned over to the Planning Commission so that a public hearing can be scheduled.
6. The Planning Commission sets a public hearing date. The date must be published fifteen (15) days prior to the meeting. The City Clerk publishes and posts the public hearing date.
7. The City Clerk notifies in writing all properties located within three hundred (300) feet of the subject property.
8. Interested persons may submit a letter or speak at the public hearing.
9. Following the public hearing, the Planning Commission, by a majority vote, may approve, approve with conditions, or deny the Special Land Use Application.
10. The applicant will be provided with a letter and resolution that documents the decision of the Planning

Commission, including any conditions of approval within one (1) week of the decision.

11. If the Planning Commission denies an application for a SLU, the applicant may appeal the decision to the Board of Zoning Appeals. The appeal must be filed with the City Clerk within fourteen (14) days of the decision that is the basis for appeal.

