1. **By a Planning Commission Filing Deadline date** - Submit a completed application, 12 copies of the sealed site plan set, and the required fee.

2. You or your representative should be present at the Planning Commission (PC) Public Hearing meeting.

3. **a. If your Special Land Use request is approved as presented.**
   - Yes: 5.a. Submit the required number of your revised site plan sets and go to step 4.a.
   - No: 5.b. Go to step 4.a.

3. **b. If your Special Land Use request is approved with conditions.**
   - Yes: 4.b. Is a revised site plan is required to meet PC conditions?
     - Yes: 4.c. Submit the requested information prior to the specified meeting.
     - No: 5.c. Go to step 2.
   - No: 5.c. Go to step 2.

3. **c. If your Special Land Use request is postponed for another meeting.**

3. **d. If your Special Land Use request is denied.**

4. **a. Is a Zoning Compliance Permit required (interior remodeling or any construction)?**
   - Yes: 4.d. You will be sent a decision letter stating your Special Land Use denial.

4. **b. Is a revised site plan is required to meet PC conditions?**
   - Yes: 4.c. Submit the requested information prior to the specified meeting.
   - No: 5.c. Go to step 2.

4. **c. Submit the requested information prior to the specified meeting.**

4. **d. You will be sent a decision letter stating your Special Land Use denial.**


7. If your site plan meets all of PC conditions or staff comments, then after all appropriate departments sign off on the permit, you will receive a copy of the approved permit.

8. You will be sent a decision letter stating your Special Land Use approval.