



**LAND USE PERMIT APPLICATION  
SPECIAL USE**

<b>Office Use Only:</b>		<b>Application Date:</b>	<b>Permit Number:</b>
<b>PIN:</b>	<b>Lot No.:</b>	<b>Subdivision:</b>	<b>Zoning:</b>

**SITE INFORMATION**

Project Address:

**OWNER INFORMATION**

Owner Name:	
Site Address (Street, City, State, Zip):	
E-Mail:	Phone:
Project Interest (Owner, Potential Buyer, Consultant, Etc.):	

**OWNER REPRESENTATIVE INFORMATION**

Name:	Relation to Owner:
Mailing Address (Street, City, State, Zip):	
E-Mail:	Phone:

**DESIGN PROFESSIONAL INFORMATION**

Company Name:	Contact Name:
Mailing Address (Street, City, State, Zip):	
E-Mail:	Phone:

**PROJECT INFORMATION** Use Requested:

Summary of Applicant Request:

**Project Contact Information:** Contact Name & Phone: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: Fees for this application are collected at the time of submission.** Initial: \_\_\_\_\_

*By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the Building Official.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SPECIAL USE PERMIT INSTRUCTIONS**

Please include the following documents with the **Special Use Permit Application**:

- Completed Guarantee of Payment.**
- Special Use Permit Application:** Completed and signed Special Use Permit Application.
- Legal Description:** A digital copy of the legal description in Microsoft Word format. The file can be provided physically through a compact disc, flash drive, or e-mailed to the Planner at the time of application.
- Deed.** Copy of current Deed indicating property ownership.
- Traffic Impact Study (TIS):** A digital copy of the TIS, in accordance with parameters identified by the TRT, if required.
- Special Use Permit Details:** Details of the request, as determined by the TRT, including, but not limited to the following: Details of land use; projected traffic generation; site plan; proposed buildings; proposed days/hours of operation; buffering; proposed number of employees
- Fees:** The fee for a **Special Use Permit Application** includes:
  - **Application Fee:** \$350 (due at time of Application)
- Publication Cost:** The Publication Cost is the actual cost of publishing the Public Hearing Notice in the newspaper, as required by State Statute. The Publication Cost will be invoiced to the Applicant and is due prior to the Second Reading before City Council.
- Neighboring Property Notification:** The Neighboring Property Notification is the actual cost of the Legal Notice via the USPS to all Property Owners and Tenants within (185) feet of the referenced property. These costs will be invoiced to the Applicant and is due prior to the Second Reading before City Council.

### **Special Use Permit Process:**

- Pre-Application Meeting:** A Pre-Application Meeting with the Technical Review Team (TRT) is required.
- Application:** A completed Application, including the Deed, Legal Description, details of the request, and Fee.
- Review:** The Technical Review Team (TRT) will review the proposed Special Use Application provide the Applicant with questions and/or comments.
- Notice of Public Hearing:** City Staff will prepare the Legal Notice for publication in the newspaper.
- Public Hearing Sign:** City Staff will place a Public Hearing Sign on the referenced property.
- Neighboring Property Notification:** Staff will prepare the Legal Notice(s) for notification.
- Staff Report:** The Technical Review Team (TRT) will prepare a Staff Report to be presented to P&Z/City Council.
- Public Hearing, Planning & Zoning Commission:** The Planning & Zoning Commission will hold a Public Hearing on the request; Staff will present a Staff Report and all interested parties may appear and speak in favor or against the request. The Planning & Zoning Commission will make a recommendation for or against the Special Use Permit Application to City Council.
- First Reading, City Council Meeting:** Staff will present the Staff Report and the Planning & Zoning Commission's Recommendation to City Council.
- Second Reading, City Council Meeting:** City Council will render a decision on the request.

### **References:**

**Republic Municipal Code:** [Article VIII Special Use Regulations](#)

**Community Development Major Project Tracker Map:** Since its inception, this tool maps and tracks the progress of all completed and ongoing development projects throughout the City. Information and photographs can be found for everything from new subdivisions to new commercial buildings. This link will take you to the [Major Project Tracker page](#), which includes instructions for use.

**Planning & Zoning Agenda Tracker Map:** A great number of items come through the Community Development Department that end up in front of the Planning and Zoning Commission and/or City Council. From Annexations to Final Plats, the [P&Z Agenda Tracker](#) provides information on all of these items, and more, as well as their mapped location, current status, and links to Staff Reports and Exhibits.

**Online Community Map:** The [Community Map](#) is an up-to-date view of our City that includes access to important information like property ownership, floodplain and sinkhole locations, subdivision plats, and much more. It is constantly kept up-to-date so you will be too! Stay tuned for new aerial photography to be added. This new imagery was taken in March and April of 2024 and is the result of a cooperative effort between a number of cities and counties in the region.



R E P U B L I C  
**BUILDS**  
Public Works • Community Development

## GUARANTEE OF PAYMENT AGREEMENT

By signing this agreement, I acknowledge and accept full responsibility for payment to the City of Republic for all fees and charges incurred by 3<sup>rd</sup> party consultant review and any/all fees related to the review of drawings and specifications associated with this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print the following information for billing purposes:

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_