



Land Use Review Application

Applicant: _____ Phone: _____ Email: _____

Property Owner(s): _____

Property Address: _____

Township, Section, Range, and Tax Lot: _____

Zone: _____ Lot size: _____

Existing Use: _____

Proposed Structure Dimensions: _____

Proposed Use: _____

Proposed Front Setback: _____ Proposed Rear Setback: _____

Proposed Side Setbacks: _____ and _____

Additional Information: _____

Variance Requested? _____



Review Criteria

Land Use Review is a process for ensuring that minor development activities comply with the city development code. This process only applies to projects that are exempt from Site Design Review (Development Code Chapter 5-4.2.020). The following types of proposals are exempt from Site Design Review and must go through Land Use Review:

1. Change in occupancy from one type of land use to a different land use resulting in no increase in vehicular traffic;
2. Single-family detached dwelling (including manufactured home) on its own lot;
3. A single duplex, or up to two single family attached (town home) units not requiring a land division, and accessory parking on the same lot;
4. Non-residential building addition of up to 500 square feet;
5. Home occupation, except where Site Design Review is required under Chapter 5-4.9;
6. Temporary uses, except where Site Design Review is required under Chapter 5-4.9;
7. Accessory structures and accessory parking;
8. Development and land uses that are already approved as part of a Site Design Review or Conditional Use Permit application, provided modifications to such plans may be subject to Chapter 5-4.6;
9. Public improvements required by City standards or as stipulated by a condition of land use approval (e.g., transportation facilities and improvements, parks, trails, utilities, and similar improvements), as determined by the City Planning Official.

Any proposal that exceeds the above thresholds requires a site design review.

Note: Land Use Reviews do not address a project's compliance with applicable building, fire and life safety regulations. Subsequent review by City officials may be required to determine compliance with applicable regulations.



Signatures

Note: All owners must sign this application or submit a letter of consent authorizing another individual to submit application. Incomplete or missing information may delay the review process.

Owner: _____ Date: _____

Owner: _____ Date: _____

For Office Use Only

Date Stamp:

Received By: _____

Required Fee: \$ _____ **Date Received:** _____ **120 Day Deadline:** _____

The City shall conduct Land Use Reviews using either a Type I or Type II procedure, as described in Sections 5-4.1.020 and 5-4.1.030. A Type I procedure shall be used when the Planning Official finds that the applicable standards are clear and objective and do not require the exercise of discretion. A Type II procedure shall be used when the decision is discretionary in nature. The City Planning Official shall be responsible for determining the required review procedure. An application for Land Use Review shall be approved only upon meeting all of the following criteria:

- 1. The proposed land use or development is permitted by the underlying land use district (Article 5-2); 4*
- 2. The land use, building/yard setback, lot area, lot dimension, density, lot coverage, building height and other applicable standards of the underlying land use district and any applicable overlay district(s) are met (Article 5-2); and*
- 3. When development is proposed, the applicable sections of Article 5-3, Design Standards apply.*