

SPECIAL/CONDITIONAL USE APPLICATION PROCESS CHECKLIST

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

This form is completed by the City of Silver Bay and is only used as a guideline.

NAME OF APPLICANT: _____
PROPERTY LOCATION: _____
PERMIT NUMBER: _____

Please note: If you are planning to change or add to the structure of your property, you will also need to complete a building permit.

DATE COMPLETED

- CITY RECEIVED FULLY COMPLETED CONDITIONAL USE PERMIT APPLICATION
If incomplete, application will be returned _____
- \$250 APPLICATION FEE PAID _____
- SPECIAL/CONDITIONAL USE RECORDING FEE PAID (Fee is based upon charge from Lake County)
This check is to be written to Lake County Recorder and be submitted to the City of Silver Bay with completed variance application. _____
- COPY OF PROPERTY OWNERSHIP RECEIVED WITH APPLICATION (I.E. - the recorded deed) _____
- ZONING ADMINISTRATOR NOTIFIED AND COPIED _____
- DEADLINE DATE TO ISSUE PERMIT (60 days after city receives CONDITIONAL USE application) _____
- APPLICATION SENT TO PLANNING/ZONING TO SET PUBLIC HEARING _____
- PUBLIC HEARING DATE SET BY PLANNING AND ZONING BOARD _____
- AFFIDAVIT OF MAILING TO LOCAL CITIZENS
This includes a copy of the notice sent to property owners & a list of parties the notices were sent to. Notices sent to property owners within 250' for all hearings with the exception of rezoning in which notices will be sent to property owners within 500' of the property in this application. This must be done within 10 days before the public hearing but not more than 20 days. _____
- AFFIDAVIT OF PUBLIC HEARING PUBLICATION
This must be completed 10 days before the public hearing but not more than 20 days. _____
- PUBLIC HEARING CONDUCTED _____
- PLANNING & ZONING APPROVAL/DENIAL DATE _____ APPROVED DENIED
Planning and Zoning Chair must sign application
- REASON FOR DENIAL: _____
- COUNCIL APPROVAL DATE _____ APPROVED DENIED
Mayor must sign application
- REASON FOR DENIAL: _____
- DATE SPECIAL/CONDITIONAL USE WAS RECORDED WITH LAKE COUNTY _____
- DATE SPECIAL/CONDITIONAL USE PERMIT ISSUED _____
- PROCESS COMPLETED _____