

DETERMINATION as to Uses Not Listed in the Zoning Ordinance

PZ-DET

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Determination as to uses not listed in the Zoning Ordinance,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. (A Determination is considered a “permit” by the system.) You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a Planning and Zoning Commission study session agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- **Narrative** – typewritten, a request for determination of similar Uses shall include a detailed description of the proposed Use and such other information as may be required by the Director to facilitate the determination.

PROCESS

In order to ensure that the zoning regulations will permit all similar Uses in each zone, the **Community Development Director**, upon his or her own initiative or upon written request shall determine whether a Use not specifically listed as a **Permitted** or **Conditional Use** in any zone shall be deemed a Permitted Use or a Conditional Use in any one or more zones on the basis of similarity to Uses specifically listed.

The determination of the Community Development Director shall be adopted through the Planning and Zoning Commission consent agenda. The Community Development Director may request the determination be made directly by the Planning and Zoning Commission. The procedures of this Section shall not be substituted for the Amendment procedure as a means of adding new Uses to the list of permitted or **Conditional Uses**.