

Application Submittal and Review

Conditional Use Permit

§5.5, North Augusta Development Code
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Completeness Review

The approval process for a Conditional Use Permit application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §5.5. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Conditional Use Permit application must be made within ten (10) days of submission of the site plan application to which it refers. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff and the Planning Commission will begin after all required information has been submitted.

Required for all Conditional Use Permit Applications:

a.	Application for Development Approval.
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	Certificate of Zoning Compliance form.
e.	A written request for the conditional use approval.

Compliance Review

After a Conditional Use Permit application has been determined to be complete, project plans are reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. The time limit for the compliance review for a Conditional Use Permit application is thirty (30) days. If additional information is necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.