

**Petersburg Borough
Planning and Zoning Commission
Summary of Procedures**

Conditional Use Permits (PMC 19.72)

- 1) Individual meets with Building Official (772-4532 ext 23) to review zoning requirements (e.g. home occupations).
- 2) If a conditional use permit would be necessary, the requirements needed to grant a permit are reviewed.
- 3) Individual submits conditional use permit application with \$170.00 filing fee, and describes the conditional use permit request.
- 4) The Planning Commission accepts the application at a meeting and schedules a public hearing on the request.
- 5) Staff sends letters of notification of public hearing to all property owners within 600 feet of the property involved.
- 6) Planning Commission conducts a public hearing, and then considers the request for a conditional use permit. The commission reviews the request and considers the suitability of the property, the character of the surrounding property, and the economic and aesthetic effects of the proposed use on the property and the surrounding neighbors. The commission should also require the conditional user to take steps necessary so that the use will not create a nuisance or hazardous situation.
- 7) Staff sends a letter to the applicant summarizing what occurred at the meeting, and informs the applicant of the decision regarding the request.
- 8) Decision of the Planning Commission can be appealed to the Borough Assembly per PMC 19.92.010(b).
- 9) Borough Assembly's decision can be appealed to superior court per PMC 19.92.030.