

# I.12 ADMINISTRATIVE PERMITS AND PROCESSES

There are several activities or projects where proposed work may physically impact a property, but because of their limited impact, there is no need to place the project or activity through a formal development process involving a public hearing. Listed below are permits for such activities that may, under circumstances noted below, be included in this category. However, in all cases, the City reserves the right to require that any activity proceed through the formal development process. Department contacts are identified within the Appendix for further details and/or permitting requirements.

## Childcare

The process for establishing a childcare facility in your home with a capacity (at any given time) of six (6) or fewer children is approved administratively. It will be necessary that the approval process includes inspections and a records check. For seven (7) to twelve (12) children a Conditional Use Permit and a public hearing before the Planning and Zoning Board is required. [Title XI – Business Regulations, Chapter 115 Day-care Facilities].

## Community Residential Care

The following information, in addition to the completed application, shall be submitted through the Zoning Division of the DSD. The information on the following page shall accompany a completed application.

- Fire Inspection Report.
- State Licensure.
- Site Plan / Floor Plan.
- Method of Recording and Receiving Complaints.
- Planned Program Care Schedule.

**Notice:** notify neighbors and neighborhood associations of proposed permissive Residential Care Facility and send complaint procedures to each property owner within 100 feet.

A business registration is required upon approval of the Residential Care Facility and may be obtained through the City Clerk’s Office. [Title XI – Business Regulations, Chapter 120, Community Residential Care Facilities].

## Fences, Walls, Accessory Structures (≤ 120 SF)

All fences, walls and accessory structures ≤ 120 SF require a zoning plan review. The following requirements apply:

- Fences may be constructed of wood, masonry, adobe or other approved materials.
- Fences in the front setback area are limited to 4 ft. in height.

**Notice to Homeowners:** If the fence is to be constructed upon a property line, a letter of consent and approval by the adjacent property owner is required to accompany application.

- Fences built within the side and rear yard setbacks may be 6 ft. in height. (fence height is measured from grade. If placed on top of retaining walls will be measured from the grade level of the retaining material behind the wall.)
- Accessory structures (storage sheds) ≤ 120 SF may be located within required minimum setbacks provided that the structure is located behind the required front setback line and on a corner lot, is not located in a side yard that is visible from the street.

## Hobby Breeder

A hobby breeder is deemed as any person who occasionally breeds and raises animals on their property. Applicants shall apply for a conditional use permit from the DSD and be scheduled for the next available Planning and Zoning Board public hearing provided the application is complete. The application shall include the following:

- A site plan to show lot dimensions, location and dimensions of all structures, fencing, landscaping and buffers. [Title XV – Land Usage, Chapter 154 Planning & Zoning].
- An inspection of the residence shall be conducted by the Director of the Police Department, or his authorized agent, to determine compliance with relevant city ordinances. [Title XI – Business Regulations, Chapter 116 Kennels and Grooming Parlors].

## Home Occupation

A Home Occupation is defined as any business, occupation or activity conducted for gain, on residential property, within a residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential character of the building.

Home occupations are permitted accessory uses in residential zones provided that the conditions in accordance with [Title XI – Business Regulations, Chapter 121 Home Occupations] are observed. Additionally, all home occupations shall require a business registration from the City Clerk's office.

## Model Home / Sales Office

Submit a completed application, available either on line or at the DSD, containing the following information:

- Location and size of signage.
- Landscaping plan with legend and area calculations.
- Parking area showing spaces and dimensions.
- Building exterior dimensions with setback distances specified.
- Location map and plot plan.

The model home/sales office application will be reviewed by DSD staff and approved administratively if all requirements can be met [Title XV - Land Usage, Chapter 154 Planning & Zoning].

## Signs

A Permit is required prior to the erection, relocation, alteration or removal of a sign. A Permit is not required for such activities as general maintenance, erection of certain temporary construction signs.

All signs must receive a permit from the Zoning Division prior to installation. Illuminated signs must obtain a building permit and/or an electrical permit through DSD.

The applicant shall specify sign locations, area and height on a site plan; to confirm conformance with the standards of the specific zoning district within which the sign will be placed [Title XV – Land Usage, Chapter 156 Sign Regulations].

## Special Event Permits

Special events are limited to two (2) events per business/organization per year.

Applicant shall submit an application to the DSD for temporary zoning approval.

Applications are available on line at the City's website or available in the DSD.

Applications shall contain the following information:

- The date(s), hours of operation and location of the proposed event.
- Verification of the property owner's consent to conduct the event if the event is to be held on property not under ownership of the applicant.
- A notarized statement declaring the applicant/property owner assumes responsibility for the security, safety, refuse and litter disposal and traffic control at the location of the event for the duration of the event.
- A detailed site plan reflecting the layout/setup of the event, including parking, tent/vendor locations, live music, barricades, signage, fun jumps, etc.

**Notice to Applicants:** Tents require a floor plan showing the location of fire extinguishers, exits, and square footage. A City fire inspection and applicable fee is required prior to event.

## Wireless Telecommunication Facilities

A telecommunications permit is required to site, place, build, construct or materially modify a wireless telecommunications facility.

The construction on or of a telecommunications facility, including the installation of a co-located antenna, will require a building permit in addition to a telecommunications permit.

Additionally, a Certificate of Compliance is required for the use and operation of the facility, which is issued by the City after the facility has passed its final inspection and meets all the conditions of the telecommunications and building permits.

The approval process includes a pre-application meeting with DSD staff followed by a formal review by Department staff and its telecommunications consultant.

Site approval is required to be approved by the City's Planning and Zoning Board if a new tower is to be constructed within a residentially zoned area. [Title XV – Land Usage, Chapter 158 Wireless Telecommunications Facilities].

# Administrative Permits and Processes Summary

Application	Zoning Districts	Process	Plans Required
Community Residential Care	≤ 10 Persons All Residential Districts	Administrative	Site Plan
	11-16 Persons Conditional Use Permit in R-2, R-3	Planning and Zoning Board	Floor Plan
	≥ 17 Persons Special Use Permit	Planning and Zoning Board & Governing Body	Building Permit (for 24-hour occupancy)
Childcare	6 or fewer Children All Residential Districts Permissive	Administrative	Site Plan Floor Plan
	7-12 Children Conditional Use Permit All Residential Districts	Planning and Zoning Board	Building Permit (≥ 5 children or 24- hour care)
Fence, Walls & Accessory Structures	All	Administrative	Site Plan Building Permit (fence exceeds 6 feet in height)
Hobby Breeder	Conditional Use Permit: R-1, R-2, R-3	Planning and Zoning Board	Site Plan
Home Occupation	All Residential Districts	Administrative	Not Applicable
Model Home/Sales Office	All Residential Districts	Administrative	Site Plan Landscape Plan
Sign Permit	All Residential Districts	Administrative	Building Permit Detail Drawing
	Commercial Subdivisions & Sign Code Exceptions	Planning and Zoning Board	Site Plan
Special Event	All	Administrative	Site Plan
			Floor Plan
Wireless Telecommunication Facilities	Nonresidential Districts	Administrative	Site Plan Photo Simulation
	All Residential Districts	Planning and Zoning Board	Building Permit