



HOW TO APPLY FOR A CONDITIONAL USE PERMIT

Selected uses which have location, site development or operating characteristics that require special consideration are subject to review and discretionary approval by the Planning Board.

To apply for a CONDITIONAL USE PERMIT:

Step 1: **Contact the City Planning Department at:**

**Omaha/Douglas Civic Center
Current Planning Division
1819 Farnam St., Suite 1110
Omaha, Nebraska 68183
(402) 444-5150**

Step 2: Schedule a pre-application discussion with a planner in the Current Planning Section.
(Recommended)

Step 3: Submit a site plan application and statement of proposed use for initial review. The Planning Department will advise, in the site plan review letter, if you need a conditional use permit.

Step 4: submit ten (10) copies of the revised site plan and the appropriate fee, to the Manager – Current Planning, after you receive the site plan review letter. This letter will include the deadline date for your submission to be on the next available Planning Board agenda.

Note: **The revised site plan must be in compliance with all site development, landscaping and parking requirements before it can be placed on the Planning Board agenda.**

Step 5: Planning Board hearing. This hearing is intended to allow the public an opportunity to comment on the project and to receive additional information about the possible impact of the project on adjacent property and the neighborhood.

Step 6: Prepare a development agreement covering any required public improvements that must be installed as a condition of the approval. If public improvements are required, the development agreement may have to be approved by the City Council.

Step 7: After the effective date of the conditional use permit approval (5 days after Planning Board action), the applicant may apply for a building permit or certificate of occupancy consistent with the terms approved by the Planning Board. When a development agreement is required, the certificate of occupancy will not be issued until the agreement is approved by the City Engineer and City Council.