



## Zoning Division

# Conditional Home Occupation Process

Now that your application for conditional home occupation has been submitted and determined to be complete, here is a rundown of what to expect, including important meeting dates. After the application has been submitted, zoning staff will place a minimum of one sign on your property and take pictures of the site. These signs must be visible to the traveling public, posted at least 15 days prior to the Planning & Zoning Commission meeting and remain in place until the conditional use case is approved or disapproved by the Board of Adjustment.

### **1. TECHNICAL REVIEW COMMITTEE MEETING – 1<sup>st</sup> Thursday of each month @ 8:30 a.m.\***

This is an interdepartmental meeting of representatives from the Department of Planning & Development, Engineering Department, Health Department, Natural Resources Conservation Service, Corridor Metropolitan Planning Organization, 911 Board, Conservation Department, Iowa Department of Transportation and Emergency Management Agency. You are asked to attend this meeting to provide additional information on your request. This meeting provides an open forum for staff to review and consider the case and for you to discuss your application.

As a courtesy, owners of property within 500 feet of your proposal will also be notified by letter of the date, time and place of all meetings involving your case.

### **2. APPROXIMATELY ONE WEEK AFTER THE TECHNICAL REVIEW COMMITTEE MTG**

You will receive by mail a staff report that lists conditions (requirements) placed on your proposal as recommended by the Technical Review Committee. It is important that you work closely during this entire process with each department on the Committee to ensure all the conditions outlined in your staff report are met. If you have questions, need clarification or want modification to any of the conditions, please contact the individual Technical Review Committee department under which that condition is listed. The department contact name and phone number are included in the staff report.

### **3. PLANNING & ZONING COMMISSION MEETING – 3<sup>rd</sup> Monday each month\***

You will receive a letter notifying you of the date, time and place of the Planning & Zoning Commission meeting along with an agenda. At the meeting, Planning & Development staff will review your Conditional Use Permit with the Planning and Zoning Commission. You or your representative will then have an opportunity to present your proposal to the Commission. The public will have an opportunity to speak in support or opposition of your proposal. The Commission then formulates a recommendation which is forwarded to the Board of Adjustment. If questions arise that cannot be answered, your case may be postponed for further consideration.

#### **4. APPROXIMATELY ONE WEEK AFTER THE PLANNING & ZONING COMMISSION MTG**

You will receive by mail an updated staff report reflecting any changes to the conditions that have occurred to this point. Please replace the original report with the updated version. You will also receive an *Acceptance of Conditions* form that states you have read, understand and agree to the conditions outlined in the staff report. Please return this form to the Department of Planning & Development as soon as possible in the envelope provided. The signed form is one of the conditions of approval.

#### **5. BOARD OF ADJUSTMENT MEETING – Last Wednesday each month\***

At this hearing, Planning & Development staff will review the staff report and Commission recommendation with the Board of Adjustment. You or your representative will then have an opportunity to present your proposal to the Board of Adjustment. Public comment will also be taken. The Board of Adjustment makes the final decision to grant or deny your Conditional Use Permit.

**\*Meeting dates may vary. You will be notified of the actual meeting dates after the application has been received.**

## **Questions?**

**Contact Linn County Planning & Development  
319-892-5130**