



Is the property you are interested in already **zoned and subdivided** to allow your use **by-right**?

Yes

No

Will you be doing any construction or making changes to the site?

No—existing building, no site work

Yes—new construction or site work

Is this a **change of use**? Will your building house a different use than its previous owner/tenant (e.g. restaurant into retail, office into residential)?

Yes—change of use

No—same use

You do **not** need site plan approval. If you are doing interior work, you may still need building permits. If you are planning to operate a business, you will need a business license, which can be obtained from the **Commissioner of Revenue**.

You need **site plan approval**, an administrative process. The **Building and Zoning Department** will be your primary contact. Will you need to do any of the following:  
 A) Relocate or extend public infrastructure?  
 B) Perform a Traffic Impact Analysis?  
 C) Exceed 10,000 square feet of land disturbance (triggers Erosion and Sediment Control Plan)?  
 D) Obtain stormwater permits?

Yes

No

Your application is a **Major Site Plan**. You may also need to work with the **Public Works Department** for changes to public infrastructure. If everything is in order, you should be approved in **60-90 days**.

Your application will be processed as a **Minor Site Plan**. If everything is in order, you should be approved in **30 days**.

You will be working with the **Planning Department**. Check the table of uses in the zoning code or ask whether your use is allowed by conditional use permit. If it is not allowed by-right or by CUP, you will have to request a rezoning or a zoning text amendment. The Planning Department also handles all subdivisions, right of way vacations, and requests to demolish historic structures. Schedule a pre-application meeting first to discuss your proposal.

Rezoning

Conditional Use Permit

Subdivision

You will need to submit an application and get approval from City Council. This is a public process and will take **3-4 months**. You **may** be able to submit site plans, rezonings, and subdivisions concurrently.

Will this subdivision:  
 A) Create **more than 5 new lots** or  
 B) Require you to relocate or extend **public infrastructure**?

Yes

No

This is a **Major Subdivision**

This is a **Minor Subdivision**

- Application submittal, check for completeness
- Distribution and Review
- Planning, Zoning, Building Official, City Engineer, Fire Marshal, Assessor, Schools
- Comment Letter
- Application Resubmittal
- Staff Report & Recommendation

Get a surveyor to draw up a plat and submit an application to the planning department. This is an administrative process and should take **30-45 days**.

**Planning Commission Public Hearing & Recommendation:** you or a representative will need to appear at the public hearing to answer questions about the project.

- Plat submittal and check for completeness
- Distribution and Review
- Planning, Zoning, Building Official, City Engineer, Fire Marshal
- Comment Letter
- Plat Resubmittal
- Subdivision Agent Approval

**City Council Public Hearing & Motion to Approve:** you or a representative will need to appear.

**City Council Decision:** Council must consider the motion a second time before passing it.

Record your approved plat in the Circuit Court Clerk's office within 1 year.

- Plan submittal and check for completeness
- Distribution and Review
- Planning, Zoning, Building Official, City Engineer, Fire Marshal
- Comment Letter
- Plan Resubmittal
- Site Plan Approval

You may need additional permits for erosion and sediment, land disturbance, access, signage, etc. Most are available through the **Building and Zoning Department** and **may** be applied for concurrently with site review.

- Plan submittal and check for completeness
- Comment Letter
- Plan Resubmittal
- Site Plan Approval

If you are modifying the building, you may need additional building permits, sign permits, etc., which can be obtained from the **Building and Zoning Department**.