

CONDITIONAL USE PERMITS

What is a Conditional Use Permit?

A Conditional Use Permit is used to allow for special uses in certain zoning districts. The Planning Commission has the discretion to apply conditions to these uses before the issuance of other permits.

Step 1: Submit Application

- An Application for a Conditional Use Permit must be completed and turned into the City of Abilene Planning and Zoning Department.
- The Planning Director will check for completion and collect any other required documentation in relation to the application.

Step 2: Public Notice

Conditional Use Permits require a Public Hearing. The City will issue a public notice to be published in the City newspaper 21 days before the public hearing.

Additionally, The City will issue letters to all property owners within 200 feet of the applicant's site address at least 21 days before the public hearing.

Step 3: Planning Commission Review and Issue Recommendation

- A Public Meeting will be scheduled (usually the First Tuesday of the Month).
- The Planning Commission will review the application at the meeting using staff reports and Section 26-110 of the Zoning Code and issue a recommendation for the City Commission.
- Applicant will receive notice of recommendation from the Planning Commission and be notified of the next City Commission Meeting.

Step 4: Protest Period and City Commission Review

- After the Planning Commission Public Hearing, there is a 14-day protest period in which a protest of the recommendation can be filed.
- The City Commission will review the application and issue a final approval/disapproval at the conclusion of this protest period during their next regularly scheduled meeting.