

## FLOW CHART FOR A SPECIAL USE PERMIT

### Application:

1. Obtain application from Village Clerk.
2. Complete application subject to the provisions of section 801 of the Zoning Ordinance
3. Submit application to the Building Commissioner for review and forwarding to the Board of Zoning Appeals

### Board of Zoning Appeals:

1. The Board of Zoning Appeals shall schedule a public hearing to review the application.
2. The Board of Zoning Appeals shall make a "Finding of Fact" in accordance with the provisions of Section 803.
3. The Board of Zoning Appeals shall forward the "Finding of Fact" to the Board of Trustees.

### Board of Trustees:

1. The Board of Trustees' action on the Special Use Permit may take two forms:
  - a. The Special use Permit may be approved or disapproved by the Board of Trustees by a majority vote of all members of the Board of Trustees.
  - b. If the Special Use Permit is approved or disapproved contrary to the Board of Appeals' recommendation, then this must be done by a two-thirds (2/3rds) majority vote of the members of the Board of Trustees.
2. If the Special Use Permit is approved, it becomes effective immediately.
3. If the Special Use Permit is disapproved, the applicant can reapply after a period of one year has elapsed.