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## CITY OF AZTEC

### Special Use Permit Process

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- Step 1** Turn in Application and items on Special Use Checklist to the Planning Department at least 15 days prior to regular scheduled Planning Board meeting.
- Step 2** Planning Board meeting is advertised by the City of Aztec, for the first Tuesday each month. Meetings are held in the City Hall Commission Room at 5:30 p.m.
- Step 3** Planning and Zoning Board reviews and makes a recommendation to approve or disapprove the Special Use Permit.
- Attendance is required by the applicant.
  - Failure to appear at the meeting will cause the Special Use Permit to be postponed until the next regularly scheduled meeting.
- Step 4** The following Tuesday the City Commission will meet at City Hall Commission Room at 6:00 p.m.
- Attendance is required by the applicant.
  - Failure to appear at the meeting will cause the Special Use Permit to be postponed until the next regularly scheduled meeting.
  - The Special Use Permit will be placed on the agenda as an item in a Quasi Judicial Hearing.
  - Facts and Conclusions will be presented by the Planning Department.
  - The applicant will have an opportunity to respond.
  - City Commission will make a ruling upon the Facts and Finding and will either approve or disapprove the Special Use Permit.
- Step 5** Following the commission meeting, you will be sent a formal letter stating the results of the meeting. If approved, you will also receive a copy of the permit and the Quasi Judicial Hearing statement to keep with your records.