



## HOW TO APPLY FOR A SPECIAL USE PERMIT

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Selected uses, which because of size, location, site development or operating characteristics require special consideration are subject to review by the Planning Board and discretionary approval by the City Council.

To apply for a SPECIAL USE PERMIT:

Step 1: **Contact the City Planning Department at:**

**Omaha/Douglas Civic Center  
Current Planning Division  
1819 Farnam St., Suite 1110  
Omaha, Nebraska 68183  
(402) 444-5200**

Step 2: Schedule a pre-application discussion with a planner in the Current Planning Section. (Recommended) Provide a site plan and statement of proposed use for initial review. The Planning Department will advise if you need a special use permit and provide you with an application form. The Planner will also tell you the deadline date for your submission to be on the next available Planning Board agenda.

Step 4: Submit a complete application, ten (10) copies of the site plan showing existing and proposed improvements, and the appropriate fee to the Manager – Current Planning. Checks should be made out to the City of Omaha .

Step 4: Following a review, the Planning Department will prepare and transmit a recommendation report to the applicant. This report is advisory only and may not represent the final decision on the case.

Step 5: Planning Board hearing. This hearing is intended to allow the public an opportunity to comment on the project and to receive additional information about the possible impact of the project on adjacent property and the neighborhood.

Note: **The Planning Board must find that the proposed development is in compliance with all site development, landscaping and parking requirements before it can be approved. Based on a finding of impact, the Board may also recommend additional terms and conditions that will be attached to the use permit to mitigate any identified adverse effects.**

Step 6: Following the hearing the applicant will receive a letter advising of the action of the Planning Board. If necessary the applicant must prepare a development agreement covering any required public improvements that must be installed as a condition of approval.

Step 7: City Council action. Based on the recommendation of the Planning Board, the City Council must approve the special use permit and the development agreement before the applicant can proceed with any action to establish the use.

Step 8: After the effective date of the special use permit approval (15 days after City Council action), the applicant may apply for a building permit or a certificate of occupancy consistent with the terms approved by the City Council.