



# SPECIAL USE PERMIT REQUIREMENTS

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- APPLICABLE TOWN CODE SECTION –[§ 7-9](#)
- REQUIRED FORMS AND FEES
  1. [Special Use Permit Application](#)
  2. Fee - \$150.00 (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
  1. One (1) scalable site plan showing building locations, off-street and on-street parking space locations (minimum 10'x'20' dimension), and traffic circulation patterns.
  2. Narrative describing the precise nature of the proposed use, its operating characteristics, and measures proposed to make the use compatible with other properties in the vicinity.
  3. Building elevations showing the dimensions and general appearance of all buildings. Photos would suffice that show the entire front, side, and back view of the structure.
  4. If the property is owned by other property owners than the applicant, a letter of permission to use the property for the proposed use shall be included.
  5. Any other information that may be required for the Planning Commission and Town Council to make an informed decision, as determined by Planning Division staff.
- PROCESS FOR APPROVAL
  1. One electronic (PDF) copy of all documents shall be submitted to [permits@wpgov.com](mailto:permits@wpgov.com). Within 7 days, Planning Division staff shall conduct a completeness review. If the application is deemed complete, staff will schedule the application for a Planning Commission hearing. The Planning Commission meets on the second and fourth Tuesdays of each month.
  2. The Planning Commission will review the Special Use Permit at a regularly scheduled meeting for compliance with § 7-9-4 of the Town Code.
  3. After recommending approval of the Special Use Permit, the applicant shall comply with all required conditions of approval.

4. The Town Council will review the Special Use Permit at a regularly scheduled meeting for compliance with § 7-9-4 of the Town Code.