Step 1: Check the Use categories for the best fit (§14-601)
Step 2: Check the Use Tables to verify if the use category can be approved, referred or denied (§14-602)
Step 3: Check any applicable overlays (§14-500 or other)
Step 4a: If refusal or referral, refer to the below questions to capture additional information needed for the applicable Use Categories
Step 4b: If refusal, check the parking ratio requirements (§14-802) and confirm applicable information (beds/units/square footage/repair bays, etc).

Residential - Group Living:
- How many unrelated people will live in the building?
  - 3 or less reverts to Single-Family Household Living
- Personal Care Homes:
  - Will at least 4 or more adults not related to operator be present?
  - Are all occupants capable of self-preservation and self-sustaining?
  - Is any occupant under the jurisdiction of a court?
- Group Living / Single Room Residence:
  - If refusal - How many beds or rooms?

Limited Lodging / Visitor Accommodation:
(An individual visitor stays less than 30 consecutive days)
- The accommodation of visitors conducted by the primary resident of the dwelling unit:
  - Up to 90 days in a year – No use permit required
  - Between 91 to 180 days in a year - Limited Lodging Home (Use permit is required)
  - More than 180 days in a year – Visitor Accommodations (Use permit is required)
- The accommodation of visitors conducted in a dwelling unit (not by the primary resident):
  - Up to 90 days in a year – Limited Lodging Short Term (Use permit is required)
  - More than 90 days in a year – Visitor Accommodation
- See Also PZ_003_FAQ

Child Care:
- Is the child care located in the residence of the operator? (doesn’t matter if they are tenant or deeded owner)
  - Yes, Family Child Care
  - No, Group Child Care or Child Care Center
- How many children will be in the day care?
  - Up to 4/6/12 IN DWELLING = Family Child Care
  - Up to 13 kids or adults not in dwelling of operator = Group Child Care
  - 14 or more kids or adults not in dwelling of operator = Child Care Center

Assembly & Entertainment:
- Will 50 or more people use the space?
  - Yes, may be nightclub if dancing or live/recorded music included
  - No, revert to “Assembly & Entertainment”

Eating / Drinking Establishments Category:
- Will smoking (cigarettes, cigars, hookah, vape, etc.) be permitted?
  - Yes, Smoking Lounge
- Will there be dancing or live/recorded music on a regular basis?
  - Yes, Nightclub / Private club
- How many customer seats will be provided?
  - 0-3 seats = Take-Out Restaurant
  - 4-20 seats = Outdoor Restaurant
- Are public restrooms available?
  - No, Take-Out Restaurant
  - Yes, Drive-Thru or Exterior service window available?
  - Yes, Take-Out Restaurant

Personal Services:
- If the service includes massage:
  - Does the establishment operate by a medical practitioner, professional physical therapist, or massage therapist licensed by the state? If no, this is a regulated use.

Vehicle and Vehicular Sales / Service Category:
- What size vehicles will be serviced (personal or commercial)?
- What activity will take place on the lot? (vehicles will be repaired, dismantled, stored, sold, painted, etc.)

Industrial and Storage Use Categories:
- What level of production of consumer goods is proposed? (by hand, small scale hand tools, large equipment, etc).
- What level of vibration, noise, odor, traffic does the process produce? (very little, impacts beyond property line, hazardous chemicals, etc)
- What type of materials are being stored in the building or on the site (clean soil and aggregate, scrap material, construction and demolition waste, etc.)
- See Also: PZ_001_FAQ and PZ_002_FAQ.

Disclaimer: This document is subject to change and may not reflect the most current code provisions.

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