



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
- Will there be any commercial cooking appliances requiring mechanical exhaust?
 - No, could be Prepared Food Shop if 4 – 20 seats
- Are public restrooms available?
 - No, Take-Out Restaurant
- Is a drive-through 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](#).