

APPLICATION PROCESS

To ensure an efficient process, the Star Planning Department will no longer accept application submittals without a pre-application submittal appointment.

A pre-application submittal appointment will allow the applicant and planner to review the application materials together. A checklist review of each application will be included with application forms for the applicant's reference when compiling application materials.

If the application materials are certified complete at the time of the pre-application meeting, the Planning Department may accept the application at that time. If the application packet requires additional materials, the applicant will be required to schedule a second pre-application submittal appointment and return at a later date with a complete application package.

TO SCHEDULE A PRE-APPLICATION SUBMITTAL APPOINTMENT, please call Shelly Johnson at 286-7247.

ZONING QUESTIONS

What Is The Zoning Designation Of My Property?

The City Zoning Map is on the webpage. A Planner will determine the zoning designation of your parcel, if you are unable to make that determination.

What Are The Setbacks For My Property?

Each parcel within the City has setback requirements associated according to the zoning designation. The required setbacks for front, rear and side property lines are located in the City Code. Setbacks are measured from the property line. The best way to determine your property lines is to have a land surveyor locate the actual property pins.

What Uses Are Allowed On My Property?

The City Code contains a list of defined uses in the City of Star. Each zoning designation has Permitted, Uses Allowed with a Conditional Use Permit and Non-allowed uses. The Zoning Matrix is located in the City Code.

All uses that are not defined in the City Code are considered to be Conditional Uses and must go through the Public Hearing process.

What Are The City Requirements For Building A Fence?

The City Code contains the information necessary to build a fence. No sight obscuring fencing shall be over three feet (3') tall within the vision triangle on corner lots. No fence shall be erected over three feet (3') in height in a front yard. No fence, on the perimeter boundary or within any required setback area shall exceed a height of six feet (6') above adjacent grade.

Can I Divide My Property?

An original parcel of land may be divided one time, administratively, into not more than two (2) lots, parcels, or sites for the purpose of transfer of ownership or development. This process does not require a public hearing, unless the City requires the applicant to plat the land division.

If My Property Has Already Been Divided Administratively, Is There A Procedure To Further Divide My Property?

To further divide a piece of property, the applicant would be required to make application for a Conditional Use Permit which requires a Public Hearing.

How Do I Determine If My Property Is In a Flood Zone?

Please make an appointment with the planning department to have your property evaluated for Flood Zone location.

If My Property Is In a Flood Zone, Does That Mean I Cannot Obtain a Building Permit?

All development within a Flood Zone requires a Flood Plain Development Permit and must meet the requirements of the City Flood Hazard Ordinance.

Can I Move My Parents' Manufactured Home On To My Property?

Temporary living quarters are permitted in the City, in some cases, to house a member of the immediate family. The need for temporary living quarters for a family member must be justified for reasons of health, employment, or upkeep on the property. The structure may be permitted for two years and may not remain for more than six years.

Can I Operate a Business From My Home?

All home occupations shall require an application filed with the City and must meet the following standards:

- 1)** No more than one person other than members of the family residing on the premises shall be engaged in such occupation.
- 2)** The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes.
- 3)** No more than twenty five percent (25%) of the floor area of the dwelling shall be used in the conduct of the home occupation.
- 4):** There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation.
- 5)** No significant traffic shall be generated by such home occupation, and any need for parking generated by the home occupation shall meet the off street parking requirements as specified in the City Code. Parking shall not be located in a front yard.
- 6)** No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, or outside the dwelling unit.
No equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.
- 7)** No storage of materials or supplies outdoors or in any accessory detached storage structure shall be allowed.
- 8)** No signs shall be posted on the property.
- 9)** A home occupation shall not involve the use and parking of a commercial vehicle.