

CONDITIONAL USE PERMIT (CUP) CHECKLIST

STEP 1: IDENTIFY THE PROPERTY

Property address: _____

Zoning designation (from city/county GIS or planning department): _____

STEP 2: CONFIRM INTENDED USE

- ☐ Full-time K-12 instruction
- ☐ After-school or enrichment programs
- ☐ Administrative offices
- ☐ Other: _____

Note: Any use not automatically allowed in the zone may require a CUP.

STEP 3: REVIEW LOCAL ZONING CODE

- ☐ Check 'Permitted Uses' in this zoning district
- ☐ Check 'Conditional Uses' in this zoning district
- ☐ Does school use appear under conditional uses? ☐ Yes ☐ No

STEP 4: CONTACT PLANNING DEPARTMENT

- ☐ Schedule a pre-application meeting
- ☐ **Ask:** “Does this property require a Conditional Use Permit for a private school?”
- ☐ Ask about additional requirements (traffic study, parking, occupancy limits, special building standards)

STEP 5: CONSIDER PROPERTY FEATURES

- ☐ Number of students exceeds typical limits?
- ☐ Playground, gym, or cafeteria on site?
- ☐ Traffic, noise, or parking concerns likely?
- ☐ Any building modifications planned?

Any of these may affect CUP approval or conditions.



STEP 6: EVALUATE TIMING & PLANNING

- ☐ How long does the CUP process typically take in this jurisdiction? _____
- ☐ Are there public hearings or neighborhood notifications? ☐ Yes ☐ No
- ☐ Can your school schedule accommodate potential delays?

STEP 7: PROFESSIONAL ASSISTANCE

- ☐ Land use attorney consulted? ☐ Yes ☐ No
- ☐ Real estate advisor consulted? ☐ Yes ☐ No
- ☐ Engineer/traffic study consultant consulted? ☐ Yes ☐ No

Quick Tip: *Even if your school is faith-based, do not assume a CUP is optional. A CUP ensures legal compliance and protects your school's long-term operation.*

ABOUT VERUS PRAEDIUM ADVISORS

Verus Praedium Advisors, LLC exists to serve schools, churches, and faith-based organizations by bringing clarity and conviction to their real estate decisions.

We understand that for Classical Christian schools, property isn't just a financial asset—it's a tool for formation. The right facility supports a school's mission to cultivate truth, beauty, and goodness in the lives of students. The wrong one can strain resources, hinder growth, and distract from what matters most.

Our role is to come alongside school leaders as trusted guides. We help you:

- *Assess and plan your real estate strategy with wisdom and foresight.*
- *Navigate leasing, purchasing, and development decisions with confidence.*
- *Communicate clearly with boards, parents, and donors about facility needs and opportunities.*

Our approach is rooted in stewardship. We believe real estate decisions should reflect the same integrity, order, and prudence that Classical Christian schools seek to instill in their students.



Whether your school is just getting started or preparing for long-term stability, we provide the experience, relationships, and insight to help you move forward wisely.

If you'd like to learn more or explore how we can assist your school, we'd love to connect.

Verus Praedium Advisors, LLC

Stewarding Property for the Cause of Truth

www.VPAClassical.com

Disclaimer: *This guide is provided for general informational purposes only. It reflects insights and experience drawn from work with Classical Christian schools and other reliable sources. While every effort has been made to ensure accuracy, it should not be considered legal, financial, or real estate advice.*

Each school's situation is unique, and laws, lease terms, and local requirements may vary. Readers are encouraged to seek guidance from qualified legal, financial, and real estate professionals before making any decisions based on this material.

