



# Conditional Use Permit Application Checklist

Conditional Use Permits are covered under Section 1310.10 of the Zoning Code. Please note that conditional use permits expire one year after approval if the owner or occupant does not substantially complete the erection or alteration of a building or structure as approved. Please provide the following information with your application for an Conditional Use Permit.

**GENERAL REQUIREMENTS:**

**INCLUDED IN SUBMITTAL**

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 1. Application Form   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Fees   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Escrow   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Complete legal description and PID number of all parcels included in the request. The legal descriptions must be copied directly from the deed and provided in a word document.                | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. A full description of the request—proposed use of the site, activities proposed, hours of operation, etc. (either on the application form or in a letter)                                      | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. A map, aerial photo or plan showing the parcel in question and all property within five hundred (500) feet of the parcel boundaries  | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 7. Site Plan  | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| <ul style="list-style-type: none"> <li>• One (1) 11”x17” hard copy and/or one (1) electronic copy. The City may require a larger size plan if needed to adequately review the request.</li> </ul> |                          |     |                          |    |

**Plan Sheet Requirements:**

- Title block
- Name, address, phone number for owner, developer, surveyor, engineer
- Date of preparation and revision dates
- North Arrow
- Graphic scale not less than 1:100

**SITE PLAN REQUIREMENTS - EXISTING AND PROPOSED:**

**INCLUDED IN SUBMITTAL**

- |  |                          |     |                          |    |
|--|--------------------------|-----|--------------------------|----|
| 1. Property lines and dimensions   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Area in acres and square feet   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Existing and proposed building and parking locations and dimensions                               | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Existing and proposed setbacks  | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. Buildable area and the existing and proposed area of the parcel(s) covered by impervious surfaces | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. Existing and proposed driveways   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 7. Stormwater analysis and proposed best management practices, if required                           | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

by the City Engineer

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 8. Septic system and well (if applicable)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Vegetation and landscaping (if applicable to the request)                            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Wetland delineation (if applicable)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Topographic contours at 2-foot intervals, bluff line (if applicable)                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Waterbodies, Ordinary High Water Level and 100 year flood elevation (if applicable) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Other proposed improvements and additional information relevant to the request      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |