



# Interim Use Permit Application Checklist

Interim Use Permits are covered under Section 1310.14 of the Zoning Code. Please provide the following information with your application for an Interim Use Permit.

### GENERAL REQUIREMENTS:

### INCLUDED IN SUBMITTAL

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Application Form, including the name, address, contact information and signatures of all parcel owners and applicant  | <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), including a proposed date or event for termination of the IUP (up to 3 years from the date of approval). | <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 <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>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

#### 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 by the City Engineer      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 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 |