



Conditional Use Permit Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
 For a complete list of required guidelines, refer to Section 1103.08 of the City Code

Applicant Check-in		City Check-in
	<p>Electronic file(s) and printed copy (minimum size 11"x17") of the following:</p> <ol style="list-style-type: none"> 1. Written request describing and defining the proposed use. 2. Site plan drawn to scale and illustrated on a certificate of survey which includes the following information: <ol style="list-style-type: none"> a. Required setbacks and proposed setbacks b. Dimensions, square footage, first floor elevation, and location of all existing and proposed structures on any/all lot(s) c. Location of all adjacent buildings located within three hundred fifty (350) feet of the exterior boundaries of the property in question d. Existing and proposed vehicular and pedestrian circulation and parking: curb cuts, driveways, parking spaces, drive aisles, sidewalks, crosswalks, trails, etc. e. Building architectural elevations (height, dimensions, exterior material type, colors, etc. f. Location and type of all proposed lights g. Landscape plan illustrating the location and extent of existing and proposed landscaping h. Location of existing and proposed HVAC equipment and refuse containment areas and proposed screening or fencing thereof i. Proposed grading and drainage plan j. Proposed utility service connections k. Proposed aggregate square footage of impervious surfaces including building coverage, driveway/parking areas, sidewalks and the like, l. Location of existing easements, m. Other information as required by the City. 3. Complete legal description and property identification number(s) 4. Proof of ownership of property or signature of property owner on the application. 	
	Permit application fee: \$300.00	
	Completed application form	
	Other (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT