

Application Check List for Special Use Permits For In-Home Large Day Care or Day Nursery

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

Site and landscape plans: 1 full size and 15 - 11"x17" reductions (copies from PMT reduction)

- 1. Digital copy of legal description if required (see front of application)
- 2. The location, dimension, material and configuration of all buildings, structures and other improvements.
- 3. The location and extent of usable open space.
- 4. The location, access and other dimensions of proposed off-street parking and loading facilities and the number and configuration of spaces to be provided.
- 5. The location, dimensions and materials of sidewalks, driveways and other impervious surfaces.
- 6. The location and intensity of illumination of any illuminated areas.
- 7. The proposed use of open space.
- 8. The location and extent of required setbacks and yards.
- 9. The location of all utilities, including electric lines, storm drainage, sanitary sewers and water service.
- 10. The location and extent of required setbacks and yards.
- 11. The elevation of all buildings and structures to depict height.
- 12. The lot size in square feet and the dimensions thereof.
- 13. Any areas proposed for outdoor storage, refuse collection, exterior mechanical equipment, exterior communication devices and utility apparatus.
- 14. The dimensions, location and landscaping of required landscape/buffer setbacks and screening.
- 15. The land uses surrounding the lot(s) for which site plan approval is being sought.
- 16. The zoning on the lots and parcels surrounding the lot(s) for which site plan approval is being sought.
- 17. Such additional information as the Planning Dept. may deem pertinent and essential to the application.
- 18. Request for Child Abuse or Neglect/Criminal Record will be provided by the City. The applicant is required to provide the City with the completed form within 30 days after the application is submitted.

Please note that this process can take up to 100 days.

**Also, make sure you contact 271-4341 for information on
City-required inspections and certificate of occupancy.**