

Application Check List for Special Use Permits

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: Applicant must provide 15 - 11"x17" or 8 ½"x11" copies of the plans, plus the following:

- ___ 1. Written description of the use i.e. hours of operation, scope of work, number of employees, etc...
- ___ 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. A landscaping plan, which shall include existing and proposed landscaping on both the subject property and adjacent public areas and including an installation schedule.
- ___ 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.
- ___ 18. Such additional information as the Director of Development Services may deem pertinent and essential to the application.

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

**Also, make sure you contact 595-8020 for information on
City-required inspections and certificate of occupancy.**