

APPLICATION CHECKLIST

FOR CONDITIONAL USE PERMIT APPLICATIONS

- Application
- Project Summary Letter (*See Note Below*)
- Fees
- Original Property Tax Certificate
- Deed
- Notarized Statement Verifying Land Ownership
- If applicable, notarized consent to the rezoning application from each lienholder on the property.
- Notarized Authorization to Apply on Behalf of Owner (*if applicant different than owner*)
- Content (see Section 32.02.006(f) for additional information)
 - Compliance with City ordinances
 - Impact on natural resources
 - Compatibility with neighbors
 - Vehicular and pedestrian circulation system. Compliance with fire safety requirements
 - Off-street parking and loading
 - Consistency with Thoroughfare Plan
 - Landscaping and screening
 - Lighting
 - Open space
 - Protection of soils
 - Flooding
- Color Conceptual Site Plan to scale with vicinity map, north arrow, graphical scale showing
 - existing and proposed zoning on subject property
 - adjacent property owner, subdivision/recording, and zoning information
 - arrangement of land uses and buildings, including densities; building heights, square footages, massing, orientation, loading and service areas, recycling containers, compactors and dumpster enclosures, pedestrian walkways, and parking areas; any proposed sites for parks, schools, public facilities, public or private open space; floodplains and drainage-ways; and other pertinent development related features
 - Streets: layout and width, including right-of-way lines and curb lines, of existing and proposed thoroughfares, collector streets and intersections, and a general configuration of proposed streets, lots and blocks, including proposed median openings and left turn lanes on future divided roadways.
- Phasing Plan with approximate development schedule
- Tree Preservation Plan
- Color Elevation Renderings
- For New and Amended PDD Applications:
 - Planned Development District Development Standards Form
 - Traffic Impact Analysis (*if new or amended PDD*)

****NOTE ON PROJECT SUMMARY LETTER:** The Project Summary Letter must separately address each of the following or the application will be returned as incomplete. (*Continued on the second page.*)

1. **Ordinance Compliance:** *Is the concept plan in compliance with all of the provisions of the applicable provisions of the Zoning chapter? If not and you are not applying for a PDD, submit a variance application for each deviation.*
2. **Comprehensive Plan:** *Identify the property's Future Land Use Map Designation. If incompatible with designated zoning, you must submit a Future Land Use Map Amendment application with your rezoning application.*
3. **Environment:** *Identify all natural resources and distinguishing natural features on site (e.g. water bodies, slopes > than 25%, trees \geq than 12 caliper inches, land forms) and how they will be protected and/or preserved. Identify soil type(s).*



4. **Compatibility:** Describe existing adjacent uses on all sides and how the proposed development is compatible with them or proposing to mitigate against any adverse impacts.
5. **Circulation:** Describe the proposed pedestrian and vehicular network (e.g. streets, sidewalks, ingress/egress points, trails).
6. **Street Safety & Design:** Describe size and configuration of proposed streets and describe conformance with all requirements imposed by emergency service providers.
7. **Parking:** Describe design, quantity, and location of off-street parking and loading facilities.
8. **Future Thoroughfare Plan of City:** Identify any inconsistencies with the City's Future Thoroughfare Plan.
9. **Landscaping & Screening:** Describe the proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities.
10. **Lighting:** Describe proposed lighting.
11. **Open Space:** Describe location, size, accessibility, configuration, and programming of all open space.
12. **Utilities:** Describe conceptual plans for water, wastewater, drainage, solid waste disposal, and water quality infrastructure.

