

# CONDITIONAL USE PERMIT CHECKLIST

## *PHYSICAL SUBMISSION*

- Payment of \$300.00 filing fee may be made in person or on the portal.
- Color and materials board (20"x30" maximum size, each color and material must be labeled with the manufacture's number(s), colors and materials must also be numbered and called out on an elevation picture)
- List of property owners within 300' formatted as mailing labels prepared by a title company or other entity willing to certify names
- Mailing label radius map

## *DIGITAL SUBMISSION*

Submitted through the Citizenserve portal

- Narrative including and answering at minimum:
  - Description of the proposed use
    - Description of mitigating design elements
    - Description of mitigating management practices and plan
    - Proposed conditions of approval
    - Size and location of the site
    - Traffic generation, timing and nature of traffic impacts and the existing condition and capacity of the streets in the area
    - Utility demand and available capacity, including storm water retention
    - Emergency vehicle access and anticipated average and peak day demand
    - Noise, vibrations, odors, steam, or other factors that might adversely affect people and property on-site and off-site
    - The potential adverse impacts arising from the conduct of patrons, guests, employees, occupants, or their affiliates
    - Within and adjoining the site, the impacts of the use on public property and environmentally sensitive lands
    - Hours of operation, delivery and use
    - Special hazards arising from the use, or from its reasonably anticipated secondary effects, including its potential to attract criminal behavior
    - Demand for public infrastructure or services
- Design Schematic
- Site Plan and supporting materials including but not limited to:
  - Location and amount of off-street parking
  - Internal vehicular and pedestrian circulation system, including delivery vehicles, loading and unloading
  - Fencing, screening, and landscaping to separate the conditional use from adjoining property and uses
  - Elevations illustrating building mass, bulk, design and orientation, and the location of buildings on the site including orientation to buildings on adjoining lots or parcels
  - Physical design and compatibility with surrounding structures in terms of mass, scale, style, design, and architectural detailing
  - Usable open space
  - Signs and lighting
  - Control of delivery and service vehicles, loading and unloading zones
  - Generation and screening of trash, and automated garbage collection (dumpsters)
  - Recycling program and pickup areas
  - Landscape plans showing the dimension(s) of landscape areas as well as a trees and plants legend