Use Permit
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter[UP-OAL.PDF]
    2. Completed Application Checklist[UP-CKLST.PDF]
    3. Narrative [UP-N.PDF]
    4. Conceptual Site Plan drawing [UP-CSP.PDF]
    5. Conceptual Landscape Plan [UP-CLP.PDF]
    6. Outdoor Lighting Plan [UP-OLP-.PDF]
    7. Conceptual Building Elevations [UP-CBE.PDF]
    8. Conceptual Building Floor Plans [UP-CBFP.PDF]
    9. Traffic Impact Study [UP-TIS.PDF]
    10. Parking Study [UP-PS.PDF]
    11. Legal Description [UP-LD.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
    1. The reason(s) for the application;
    2. How the application may impact adjacent properties;
    3. City policies supporting the proposed application.
    4. How the proposed use will not be materially detrimental to persons residing or working in the vicinity adjacent to the property, to the neighborhood, or to the public welfare;
    5. How the proposed use is reasonably compatible with uses permitted in the surrounding area; Mitigations of potential impacts on surrounding properties such as, but not limited to, noise, lighting, odor, or placement of trash receptacles;
    6. Assurance of adequate parking, ingress and egress so as to not increase traffic congestion;
    7. Hours of operation; and,
    8. Maintenance of a positive appearance, with appropriate screening, landscaping, and buffering to preserve reasonable use and enjoyment of adjacent properties.

- ❑ Two (2) copies of Conceptual Site Plan drawing (can be multiple sheets if needed) (24” x 36” in size, folded to 9” x 12” in size) prepared in accordance with the City’s Zoning Ordinance, Design Guidelines and Engineering Standards. The level of detail required for the Conceptual Site Plan shall be consistent with the direction provided at the Pre-Application meeting.

- ❑ Two (2) copies of Conceptual Landscape Plan (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) for the property including the following information:
    1. The location and identification of all proposed landscape areas on the site;
    2. The ground floor areas of all proposed buildings;
    3. The amount of all proposed landscaped areas, required and provided.
    4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
    5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
    6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
    7. The location of all proposed storm water retention areas.
    8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.

- ❑ Two (2) copies of an Outdoor Lighting Plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance;

- ❑ Two (2) copies of Conceptual Building Elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;

- ❑ Two (2) copies of Black and white drawings of the Conceptual Floor Plans for each proposed building;

- ❑ Two (2) copies of Traffic Impact Study (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of Parking Study demonstrating adequacy of parking based on Article 6 of the Zoning Ordinance.

- ❑ Two (2) copies of a Legal Description of the property;

- ❑ Applicable Fees: $1,500 + $20/acre
  ½ fee if submitted with Rezone Application