

## Special Use Permit Application Checklist

Project Information			
Project Name:			
Tax Parcel Number:		Property Address:	
Applicant Name:		Company:	
Phone:		Email:	
Project Description (please include the existing and proposed use of the property):			
Surrounding Property Information: List all uses surrounding the subject property under "Existing Use." Staff are available to supply zoning and land use information.			
	Zoning	Land Use	Existing Use
North			
South			
East			
West			

Pre-application Requirements		
	First Step Meeting	Meeting Date:
	Neighborhood Workshop	Meeting Date:

ProjectDox Submittal Requirements	
	Site Plan
	Elevation Drawings (new construction)
	Neighborhood Workshop Materials <ul style="list-style-type: none"> <li>Copy of mailing label template</li> <li>Meeting sign in sheet</li> <li>Copy of mailed notice</li> <li>Presentation materials</li> </ul>
	Justification Report (should address review criteria found in <a href="#">Sec. 30-3.24</a> or <a href="#">Sec. 30-3.30</a> for wellfield special use permit)
	Property Owner Affidavit
Wellfield Zone (this section only applies to projects located within a wellfield zone)	
	If no hazardous materials are to be stored on site: <ul style="list-style-type: none"> <li>Wellfield Exemption Form</li> </ul>
	If hazardous materials are to be stored on site: <ul style="list-style-type: none"> <li>Environmental resources statement: addresses environmental features such as wetlands, creeks, lakes, sinkholes, and soils to ensure that hazardous materials will not endanger the potable water supply and environmental features.</li> <li>Site plan with detailed storage locations</li> </ul>

This form must be uploaded with your submittal. Failure to provide the above requirements will result in the delay of your project review.