

## SPECIAL USE PERMIT REQUIRED MATERIALS

### APPLICATION SETS

2 total sets are required that include 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets

- Complete and signed development review application form A1
- Plan sets that include all special use permit checklist items below unless otherwise provided in another application type
- Only If new building construction, plan sets that include all required items listed on the site plan checklist forms SP and SP1

Standard application sets required      2 sets that include full size 24 x 36 inch plans      1set that include 11 x 17 inch plans

- 2-digital versions of all materials (JPEG or PDF) on separate CD-ROMs or USB drives. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol.

Notes: All plans must be drawn to scale on paper not smaller than 8½ x 11 inches or larger than 24 x 36 inches. The name of the project must be shown on the cover sheet of the plans. If 3-ring binders will be used, they must include a table of contents and tabbed dividers between sections. Plans that are rolled or not bound into sets will not be accepted.

### NOTICING MATERIALS

- Completed and signed property adjoiners certificate form N1 and materials

### APPLICATION FEE

- Base fee      \$1,268

Additional application fees may apply if new construction. Application types and fees are cumulative.

### SPECIAL USE PERMIT CHECKLIST

1. Project Narrative providing a thorough description of what uses are being proposed and how they will function on the site and including detailed responses to the following:
  - a. Response to the requirement that requires that the site for the proposed use is adequate in size and topography to accommodate such use, and all yards, spaces walls and fences, parking loading and landscaping are adequate to property relate such use with the land and uses in the vicinity;
  - b. Response to the requirement that the proposed use will have no material adverse effect upon the abutting property. Persons objecting to the recommendations of review bodies carry the burden of proof; and
  - c. Response to the requirement of any special conditions of approval necessary to protect the public health, safety and general welfare.
2. Location/vicinity map, including area within one-half mile of the site.
3. Site plan with north arrow showing property dimensions, location of buildings, parking, driveways, off street loading, landscaping, location of utilities, access, pedestrian facilities, and use location. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.
4. Floor plans showing floor layout including square footage and proposed use for each room and area within the building. Suggested scale of ¼ to one foot.
5. For alcohol production sales and serving and gaming uses the floor plan shall show complete floor layout of restaurant with production/manufacturing/kitchen uses, gaming area and restaurant serving areas (seating) by location and square footage.
6. Parking calculations for all uses, including detailed calculations of deductions, if proposed.

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Required Forms:	A1, N1, SP and SP1 (if new construction)	Other Requirement Forms: PLS	

## CONTACT US

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