



Conditional Use Permit Checklist

(For a complete list of required guidelines, refer to Section 1210.06 of the Zoning Ordinance.)

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED.

Applicant Check-in		City Check-in
	<p>Two (2) 11"x17" sets of the following:</p> <ol style="list-style-type: none"> 1. Written request describing the specifics of the proposed use (details on outside storage, display, daycare facility, etc.) 2. Site plan showing, but not limited to, the following information: <ul style="list-style-type: none"> • Lot Dimensions and lot lines • Existing and proposed structures relative to lot lines • Square footage of buildings • Driveways and access roads • Parking spaces and off-street loading areas 3. Full legal description of the property 4. An accurate certified survey showing: <ul style="list-style-type: none"> • Proposed use drawn to scale • Dimensions and square footages • Complete legal descriptions of all parcels 	
	Cash fee: \$200.00 Residential or \$300.00 Non-Residential.	
	Public hearing notice fee: \$75.00	
	Completed application form	
	Wetland report and fee (if applicable)	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.