



## CONDITIONAL USE PERMIT APPLICATION CHECKLIST

**All of the following information shall be submitted electronically with an application for approval of a conditional use, unless one or more items are specifically waived in writing by the Town Administrator:**

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.
- The names and addresses of any property owners within two hundred feet (200') of any portion of the property.
- A drawing showing the location of the following:
  - A vicinity map indicating the location and street address (if applicable) of the property.
  - A legal description of the property.
- All existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments.
  - The direction of traffic flows and locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.
  - The location and number of parking spaces for off-street parking and loading areas.
  - The location of service and refuse collection areas.
  - The location of all signs indicating the size, shape and height of each sign.
  - The area and location of open space and recreation areas.
  - The location and type of exterior outdoor lighting.
  - The location of existing and proposed fences,
  - The location of proposed landscaping improvements and other methods of visual screening. Indicate the method of landscape maintenance, and include a list of the type, size, and quantity of landscape plant materials.

In addition to the information listed above, the Town Administrator may also require the following:

- A Final Drainage Study
- A Final Utility Study
- A Final Traffic Study
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed and signed Reimbursement Agreement.
- A completed South Beebe Draw Metro District 'Drainage Report Submittal Requirements' form (if applicable).