



Special Use

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

___ 1. Project Information Form

- Form completed and signed by the owner or applicant

___ 2. Narrative describing all elements of the proposal

- Describe how the proposed special use is consistent with the Comprehensive Plan
- Describe how the proposed special use is compatible with other uses in the zoning district and the land use chapter
- Provide sufficient detail on construction sequence and timing, operation and maintenance, duration of use, and removal of development upon termination of use (if applicable).
- Provide details on off-street parking proposed, and any special screening proposed.

___ 3. Site Plan Showing *Proposed* Conditions

- North arrow, scale and date
- Property lines and dimensions
- Location of existing buildings and/or improvements
- Location of proposed buildings and/or improvements
- Means of access
- Off-Street Parking

___ 4. Additional Information, if applicable

- As identified by the Department of Building and Planning, may include critical areas assessments, stormwater plans, etc.