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## Planning Department

### Conditional Use Permit Checklist

**Voluntary Pre-Application Meeting Per Section 9.1-4 B.**

Prior to submitting a complete application to the Planning Division, applicants are encouraged to do the following:

- Meet with the Planning Division to review the proposed conditional use permit application. This meeting provides a screening process to identify and resolve potential issues before the application is submitted. Upon review, staff will either recommend further pre-application review with the Development Review Team or formal submittal of the conditional use permit application.
- Meet with the Development Review Team to solicit City input beyond the Planning Division. City Staff will schedule the Development Review Team meeting and invite all participants.

**An aerial photo with the property boundaries for the subject property(ies) and adjoining lands.**

**Site Plan** showing related principal and accessory buildings, setback lines, parking lot layout and stall sizes, curbing, landscaping (area calculation, plan and plating schedule as available), ingress/egress, loading areas, screening/buffering, lighting, refuse/service areas, grading and utilities.

**Building Elevations/Floor Plan** including elevation drawings or illustrations indicating architectural treatment of all proposed building and structures, as available. General floor plan as needed.

**Letter of Intent** Explaining the purpose of the application and how the proposed use conforms with the standards as set forth in Section 9.1-4 below:

- The request will be harmonious with the general and applicable specific objectives of the City's Comprehensive Plan and Land Development Ordinance.
- The proposed conditional use at the specified location will not be detrimental to or endanger the health, safety, welfare, comfort, or convenience of the public.
- The proposed conditional use will not cause substantial injury to the value of other property within the area in which it is located.
- The location, size, design and operating intensity of the proposed conditional use will not prevent the development and use of neighboring property in accordance with the applicable zoning district. In making this determination, the Planning Commission will consider the sitting, nature and height of the existing and proposed buildings and structures, and the extent and effectiveness of proposed buffering or landscaping.
- Adequate public services and facilities exist or will be provided by the developer at the time of development, including adequate utilities, water and sewer systems, drainage structures, and other such facilities and services which are necessary to serve the development.
- The request will not create excessive additional requirements for public facilities and services at public cost and will not be detrimental to the economic welfare of the community.
- Adequate access roads or entrance and exit drives exist or will be provided by the developer to prevent traffic safety hazards and minimize traffic congestion on public streets.
- The request will not result in the destruction, loss, damage of a natural, scenic, or historic feature of major importance.
- How you plan to mitigate any potential nuisances produced by the proposed conditional use? Examples included restricted hours of operation, considerations for noise mitigation, lighting and health and safety.

\*Application form are available at the Planning Division or on the City's website.

**Additional Applicant Comments:**