



Complete	N/A	<h2 style="text-align: center;">Conditional/Special Use Permit Process</h2> 
		Pre-application meeting (optional/recommended)
		Complete planning and development application
		Complete conditional/special use permit process checklist
		Conditional/special use permit application fee
		Letter to the Planning and Zoning Commission that details the intent of the conditional/special use permit request
		Background information concerning the proposed use that will assist staff with fully evaluating the request (hours of operation, self-imposed restrictions, performance standards, etc.)
		Site plan that depicts the impact of the proposed use on the property. The applicant should email a PDF version, for staff review, prior to the application deadline. This plan should include:
		Title block (property address, subdivision, block, lot, abstract number, survey name, date)
		Names and contact information for the applicant, property owner, and surveyor/engineer
		North arrow, scale (minimum 1"=100'), and location map
		Property boundaries - bearings and dimensions
		Legal description (metes and bounds for unplatted property)
		Property size
		Existing zoning
		Abutting properties (owner's name, subdivision, zoning, and lot size)
		Existing conditions on the site - natural features (tree groupings, creeks, ponds, 100-year floodplain) and man-made features (structures, drainage features, private streets and access drives, public and private utility infrastructure, parking areas, and trails/sidewalks)
		Proposed site conditions - structures, drainage features, private streets and access drives, public and private utility infrastructure, parking areas , and trails/sidewalks
		Existing adjacent public rights-of-way, public or private easements, landscape buffers, public and private parkland and open space dedications
		Proposed adjacent public rights-of-way, public or private easements, landscape buffers, public and private parkland and open space dedications
		Existing and proposed site topography (minimum 2' contour interval)

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		Site Plan Requirements <i>(continued from page 1)</i> :
		Existing deed restrictions that would impact the proposed use
		Existing/projected future land uses and proposed conditional /special uses
		Purpose of the conditional /special use permit request
		Proposed restrictions placed on the conditional/special use
		Landscape plan (if required by staff)
		Irrigation plan (if required by staff)
		Tree Removal plan - survey of all trees (minimum 4" caliper at breast height, and larger) that are to be removed as a result of the conditional/special use (if required by staff)
		Facade plan - color elevations of each building facade (if required by staff)
		Lighting plan - photometric study for proposed overhead lighting (if required by staff)
		Sign plan - color elevation and proposed landscaping/lighting (if required by staff)
		Noise mitigation plan (if required by staff)
		Any additional information that is deemed relevant to this request
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div data-bbox="310 1276 865 1310">Preparer Signature _____</div> <div data-bbox="1068 1276 1385 1310">Date _____</div> </div> <p>Staff Comments:</p>		