

Special Permit Checklist

Submittal of Application

- _____ Complete the online application and state the reason why the applicant is requesting a Special Permit.
- _____ Proof of Ownership
- _____ If property owned by a corporation, a certificate of formation is required with proof of authority to sign.
- _____ Include development site map(s) indicating the following:
 1. Existing and proposed locations and arrangements of uses on the site, abutting sites within 50 feet, and any other information needed to describe or identify the proposed development.
 2. Existing and proposed site improvements; building elevations for buildings on the site; any off-site improvements, utilities, facilities, drainage systems; street features, and trees. Building elevations shall indicate the general height, bulk, scale, and architectural character of buildings.
 3. Existing and proposed topography, grading, landscaping, exterior lighting, screening, irrigation facilities, and erosion-control measures.
 4. When access to a public water or sanitary sewer line is available at the site, details of the proposed connections if the water line is greater than one (1) inch or if the sewer line is greater than four (4) inches.
 5. Existing and proposed parking, loading and traffic, and pedestrian circulation features on the site.

Criteria for Granting Special Permit

1. The proposed use is consistent with the Comprehensive Plan. (Located on Planning Department website)
2. The proposed use is compatible with the appropriate and orderly development of the neighborhood in which it is located.
3. The proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations, or other use characteristics than any use permitted in the zoning district without the granting of a special permit.
4. The available community facilities and services, including road systems are adequate to support the proposed use.
5. The proposed use is consistent with the special district regulations.



SIGNATURE PAGE

I hereby certify that the information included in this application is true to the best of my knowledge.

Applicant's Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Present Owner(s) Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Buyer(s) Signature, if under contract	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month: _____

Please print, sign, and attach to your online application in Energov.