

Development Services



USE PERMIT FILING INSTRUCTIONS

PURPOSE:

A conditional use is often only suitable in specific locations within a zone district or only if the use is designed or laid out in a certain manner. Uses may have characteristics that make it impractical to predetermine standards for its operation or location. The use permit assures that the project will be designed and located to be compatible with its surroundings.

Applicant: The following list includes all the items you must normally submit for a complete application. Certain items may not apply to your project. If you are unsure, ask Planning staff. If your application is incomplete, the application will be delayed.

ITEMS TO BE SUBMITTED:

- ☐ Completed Project Application and Initial Study/Project Information form
- ☐ Five (5)* folded copies of the site plan, drawn to scale, one (1) 8½" x 11" reduction which includes:
 - ☐ Legend that includes:
 - Property owner/applicant
 - Site information including parcel size
 - Building square footage
 - Required and proposed parking
 - Parking lot landscaping and shading percentage
 - ☐ Dimensioned property lines and all building setbacks
 - ☐ All existing improvements; indicate those to be removed and those to remain
 - ☐ All proposed buildings and other improvements
 - ☐ Adjoining street(s) and all proposed right-of-way improvements including streets, curb, gutter, and sidewalks
 - ☐ All public and private easements
 - ☐ Parking lot layout, including pedestrian ways and truck loading areas
 - ☐ Preliminary landscape plan that meets ordinance standards; include existing trees (both those to be removed and those to be saved)
 - ☐ Location, size, shape, height, material, and type of signs; if there are multiple signs, a uniform sign plan should be developed
 - ☐ Location and screening and material type of trash enclosures
- ☐ Five (5) folded* copies and one (1) 8½" x 11" reduction of building elevations and one color rendering of building elevation (for new and to be remodeled commercial, industrial, and multifamily uses)
- ☐ Completed Initial Study
- ☐ One electronic version on a stick, disk, or sent by email of the application, environmental information, and supporting documents.
- ☐ Appropriate fee

*** NOTE: Maps must be folded or the submission will not be accepted.**