

FILING REQUIREMENTS

Unless waived by the Community Development Department, you must provide all of the following items with the Conditional Use Permit (CUP) application. An incomplete application will not be accepted.

Two sets (24" x 36") and 2 reduced copies (11" x 17") of the following drawings:

<ul style="list-style-type: none"> <input type="checkbox"/> Site Plan, including: <ul style="list-style-type: none"> o Acreage and square footage of site o Parking areas, number of spaces internal drives and access o Site lighting systems o Property lines and easements o All applicable setbacks o Delineation of all wetlands 	<ul style="list-style-type: none"> <input type="checkbox"/> Utility Plan, including: <ul style="list-style-type: none"> o Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all manholes, catch basins, clean-outs, valves, etc. o Location of all fire hydrants, and in case of sprinkled buildings, the fire hook-up
<ul style="list-style-type: none"> <input type="checkbox"/> Landscape Plan, including: <ul style="list-style-type: none"> o Plant schedule with size, species, and quantity o Location and size of any "significant" trees as defined tie the Zoning Ordinance o Irrigation plan 	<ul style="list-style-type: none"> o Building Elevations, with all exterior building materials clearly called out. o Colored perspective
<ul style="list-style-type: none"> <input type="checkbox"/> Street signage & Traffic Control Signage Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> A Complete Land Use Application and Application Fee
<ul style="list-style-type: none"> <input type="checkbox"/> Grading/Drainage Plan, including: <ul style="list-style-type: none"> o Existing and proposed two-foot contours o Finished floor elevation o Graphic as well written description of all erosion control methods and devices to be used during construction 	
<ul style="list-style-type: none"> <input type="checkbox"/> A written statement describing the details of the request, including the intended use of the property and why the City should approve your request 	<ul style="list-style-type: none"> <input type="checkbox"/> Electronic copy of all exhibits
<ul style="list-style-type: none"> <input type="checkbox"/> A boundary survey, prepared by a registered survey, of the property and 100' beyond its boundaries showing existing property lines and dimensions, platting and easements, buildings, street and railroad right-of-way, utilities, topography, waterways, and ownership or all parcels. 	

PROCEDURE

- 1) The developer and consultants shall meet with Community Development staff to explain the proposed project and to receive information from staff relative to the site, prior to commencing project design.
- 2) Consult with Community Development staff to determine the ordinances and procedures that apply to your application. Request application packet from Community Development staff.
- 3) The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

- 4) The City Planner will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The City Planner will mail a notice to property owners within 350 feet of the property. A copy of the staff report will be mailed to the applicant on the Thursday before the Planning Commission Meeting
- 5) *As the applicant, your presence is expected at the Planning Commission meeting.* The Planning Commission meets on the third Tuesday of each month. The Planning Commission holds a public hearing on the CUP request. Following the public hearing, the Planning Commission will discuss the request and vote to recommend to the City Council the approval or denial of the request.
- 6) The City Council considers the request at a following meeting and votes to approve or deny the proposal. The City Council meets on the second and fourth Mondays of each month.

NOTES

- 1) Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- 2) At its discretion, the City may require an outside consultant to review the proposed application and provide written comment. Such consultants may include: attorney, engineer, city planner, landscape architect or forester. If the City requires such review and comment, the applicant must provide cash escrow to the City to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).