



ZONING SUBMISSIONS
Special Use Permits (SUP)
P&Z and City Council Approval

Submission Requirements:

- ✓ Completed application form signed by the owner of the property
- ✓ Filing fee
- ✓ Transmittal Letter

The following sets of prints will be required throughout the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24"x36" set of prints of all exhibits submitted for Staff's pre-review
- ✓ Filing Deadline
 - Seven (7) 24"x36" prints of all exhibits (FOLDED IN SETS)
 - Four (4) 24" x 36" prints of Tree Survey/mitigation Plan, if required.
 - One (1) 24"x36" print of the Preliminary Utility Plan, if required
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED 24"x36" sets of prints, addressing DRC comments for discussion at DRC meeting with the applicant. One set will be submitted to DRC Staff; the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning & Zoning Commission Packets
 - Twelve (12) 24"x36" prints of all exhibits (FOLDED IN SETS)
 - Do not resubmit Utility Plans, unless requested.
 - One (1) 8½"x11" paper copy of all exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ For City Council
 - Two (2) 24"x36" prints of all required exhibits (FOLDED INTO SETS)
 - One (1) 8½"x11" paper copies of all the required exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL STAFF PRESENTATIONS ARE VIA POWER POINT. COLOR DRAWINGS ARE RECOMMENDED. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

Special Use Permit Checklist:

SUP's in free standing buildings:

Applicant/Staff

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Use Permit conditions (i.e. hours of operation, etc). |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Site Plan</u> * |
| | | If restaurant with drive-thru facilities, include the following: |
| | | • Location and circulation pattern for drive-thru |
| | | • Location of windows, order/menu boards, lighting facilities, speakers etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Landscape Plan</u> * |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Elevations</u> * |
| <input type="checkbox"/> | <input type="checkbox"/> | All proposed attached and detached (monument) signage including size, color, font and materials. |

**Refer to Site Plan checklist for requirements for site plan, landscape plans, elevations and signage.*

For lease spaces in existing buildings including new restaurants where residential adjacency exists and/or a drive-thru facility is proposed:

Applicant/Staff

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, phone and email addresses for property owner and applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building elevations indicating the width of the lease space. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Use Permit conditions (i.e. hours of operation, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan of the entire shopping center/retail building indicating: |
| | | • Lease space of the proposed use with square footage and dimension of frontage(s). |
| | | • Parking analysis to assure that adequate parking exists to accommodate proposed use. |
| | | If restaurant with drive-thru facilities include the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | • Location and circulation pattern for drive-thru. |
| | | • Location of windows, order/menu boards, lighting facilities, speaker etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | All proposed attached and detached (monument) signage including size, color, font and materials. |

NOTE: This checklist is only a supplement to the *Zoning Ordinance* and *Subdivision Regulations*. It is the applicant's responsibility to review and comply with the requirements of the *Zoning Ordinance* and *Subdivision Regulations*.