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# Specific Use Application Submittal Checklist

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## 1. A COMPLETE SPECIFIC USE APPLICATION SHALL CONSIST OF ALL OF THE FOLLOWING:

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- Schedule a pre- initiation meeting to discuss proposed use
- Full payment of the Specific use application fee
- Tax certificate form and Deed
- Notarized letter of authorization (if not the owner )
- A hard copy of the site plan
- A PDF of site plan

## 2. SITE PLANS SHALL INCLUDE ALL OF THE FOLLOWING:

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- Prepared by a licensed or certified design professional: architect, landscaping architect, or engineer.
- Property legal description and acreage
- North arrow
- Driveways and entrances – ingress/egress
- Parking lots
- Bike parking
- Trees and landscaping
- Buffers, Screening, and Fences
- Buildings and other structures
- Outdoor refuse containers
- Easements
- Sidewalks- 2ft buffer from curb with 4ft sidewalk
- Street names and locations
- Lighting and signs
- Floodplain limits (general)
- Preliminary plan for utilities
- Concept drainage
- Site and building dimensions
- Property lines of the subject property and of adjacent parcels or portions of those boundaries that are in immediate proximity of the subject property.
- Contact information (of licensed or certified design professional)

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### 3. ACCEPTABLE SCALES AND PAPER SIZES FOR SITE PLANS ARE AS FOLLOWS:

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- Engineer: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60'
- Architect: 1/16"=1', 3/32"=1', 3/16"=1', 1"=1', 1/2"=1', 1/8"=1', 1/4"=1', 3/8"=1', 1 1/2"=1', 3"=1'
- Paper size: 11" x 17" or greater / 8 1/2" x 11", 8 1/2" x 14, 11" x 17"

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### 4. ADDITIONAL REQUIREMENTS:

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- A detailed description of operation of proposed use.
- An impact statement prepared by a professional indicating the maximum level/duration of future noise, vibration, hazard, pollution, traffic, and other applicable impacts at the perimeter of the site.
- Plans to control any potential impacts of the proposed use on the nearby community, including: noise, odors, trash and litter, loading/unloading, parking, streets, use capacity, hours, signs, hazardous materials, organic compounds, and security.

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### 5. PLEASE NOTE- AN APPROVED SPECIFIC USE PERMT SHALL EXPIRE WHENEVER ANY OF THE FOLLOWING OCCURS:

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- A certificate of occupancy is not issued within a period of 12 months from the date of city commission approval of a specific use permit.
- The operation of the use for which the specific use permit was granted is not commenced within a period of 12 months from the issuance date of a certificate of occupancy.
- A building permit is not issued within a period of 12 months from the date of city commission approval of a specific use permit.
- Construction is not completed or substantially completed within a period of 12 months from the date a building permit is issued.

\*\*\* *May request a 6 month extension with proper documentation and fee; 1 month before specific use permit expires.*