



SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**
- Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as “Exhibit A: SUP”, signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- A meeting with the Homeowners’ Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

EXHIBIT A

- Title block located in lower right corner (titled as “Exhibit A-2: SUP_____”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- Names, addresses, and phone numbers of owner, applicant, and surveyor.
- North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used.
- Property boundary and dimensions.
- Adjacent Property within 200 feet - subdivision name, owner’s name and recording information, land use, and zoning.
- Existing and requested zoning boundary lines
- Total gross and net acreage of existing and requested zoning
- Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc...)
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- Distances to nearest cross streets
- Topography at two (2) foot contours or less
- Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

EXHIBIT B

- Title block located in lower right hand corner (title as “Exhibit B: SUP_____”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- See the Preliminary Site Plan Check List for Exhibit B requirements.
- Add the following note, if applicable: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”

ZONING SIGNS

- Sign Criteria has been read, signed and attached to submittal packet.
- Photocopy of the Drivers License of the project representative.

Preparer’s Name: _____

Preparer’s Signature: _____