



SPECIAL PERMIT

Application Requirement Checklist

Application & Supporting Materials

1 APPLICATION FEE

- 2 CD - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.

3 ORIGINAL SIGNED AND NOTARIZED BOARD OF ZONING APPEALS APPLICATION FORM - ONE (1) ORIGINAL

4 SPECIAL PERMIT STATEMENT - THIRTEEN (13) COPIES INCLUDING RESPONSES TO THE FOLLOWING:

- ☐ A Please describe the property and the intended use and how the proposed use meets the applicable requirements established by the Zoning Code.
- ☐ B Briefly state how the proposed use is compatible with the existing land use and the general development and character of the neighborhood.
- ☐ C Please describe whether the use can be developed and maintained without substantially impairing the purpose and intent of the zoning district in which the proposed use is located.

5 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED - ONE (1) COPY

7 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - ONE (1) COPY THAT INCLUDES:

- ☐ A Parcel number
- ☐ B Owner name
- ☐ C Complete address

8 OPERATIONAL DETAILS - THIRTEEN (13) LETTERS STATING THE PROPOSED OPERATIONAL DETAILS

- ☐ A Maximum number of employees/persons on site at any one time
- ☐ B Days and hours of operation
- ☐ C Duration requested
- ☐ D Proposed sign details, if applicable
- ☐ E Proposed structure details, including square footage and building materials and colors
- ☐ F Parking and access provided

9 SITE PLAN -THIRTEEN (13) SMALL (11x17) AND FIVE (5) LARGE (22x34) SCALED COPIES SHOWING:

- ☐ A North arrow and bar scale.
- ☐ B Boundaries and dimensions of the lot.
- ☐ C Size and location of existing and proposed structures, accessways, walks, off-street parking and loading spaces, landscaping, lighting and signs.
- ☐ D Proposed and existing uses of all parts of the lot and structures.
- ☐ E Uses of land and locations of structures within 100 feet of the subject property.
- ☐ F Any other information that the Board of Zoning Appeals deems necessary to make a decision on the application.
- ☐ G Elevations of the proposed/existing structure, if applicable.