

SPECIAL USE PERMIT CHECKLIST for

Project Name / Tax Map Parcel Number

After the mandatory pre-application meeting, county staff will mark this checklist appropriately so that it is clear to the applicant the information from Section 33.4 (c) that must be submitted with the official application

EXAMPLE

This is an example of the checklist you will be provided by staff after the after the mandatory pre-application meeting

Name or initials of staff filling out form

Required for application? (County Staff)		Provided with application (Applicant)	SECTION 33.4(c)
YES	NO	X	
X		X	
			A narrative of the project proposal, including its public need or benefit;
			A narrative of the proposed project's consistency with the comprehensive plan, including the land use plan and the master plan for the applicable development area;
			A narrative of the proposed project's impacts on public facilities and public infrastructure.
			A narrative of the proposed project's impacts on environmental features.
			A narrative of the proffers proposed to address impacts from the proposed project.
			One or more maps showing the proposed project's regional context and existing natural and manmade physical conditions;
			A conceptual plan showing, as applicable :
			1) the street network, including circulation within the project and connections to existing and proposed or planned streets within and outside of the project;
			2) typical cross-sections to show proportions, scale and streetscape/cross-sections/circulation;
			3) the general location of pedestrian and bicycle facilities;
			4) building envelopes;
			5) parking envelopes;

EXAMPLE

			6) public spaces and amenities;
			7) areas to be designated as conservation and/or preservation areas;
			8) conceptual stormwater detention facility locations;
			9) conceptual grading;
			Other special studies or documentation, if applicable, and any other information identified as necessary by the county on the pre-application comment form.

Please note: There are additional submittal requirements outlined on the official application for a Special Use Permit.

Read and Sign



I hereby state that, to the best of my knowledge, the official application submitted contains all information marked on this checklist as required for application.

Signature of person completing this checklist

Date

Print Name

Daytime phone number of Signatory

