



SPECIAL USE PERMIT (SUP) CHECKLIST

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission meeting unless the requirements are waived by the Development Services Director.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____

Check Off	Requirement
	APPLICATION SUBMITTAL
	Predevelopment meeting held
	Fee
	Application
	Checklist
	Two 11" x 17" Site Plan Copies
	PDFs of all required documents.
	Letter of Intent: Describe the proposed project below or in a separate letter if you prefer. _____ _____ _____ _____ _____ _____

Check Off	Requirement
	<p>The city council may authorize the issuance of a special use permit when the council finds all of the following conditions present.</p> <p>Please state how your request meets these conditions.</p> <p>(1) That the establishment, maintenance, or operation of the special use will not be materially detrimental to or endanger the public health, safety, morals, or general welfare;</p> <p>_____</p> <p>_____</p> <p>(2) That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance, or operation of the specific use;</p> <p>_____</p> <p>_____</p> <p>(3) That the establishment of the conditional use will not significantly impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;</p> <p>_____</p> <p>_____</p> <p>(4) That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;</p> <p>_____</p> <p>_____</p> <p>(5) That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and</p> <p>_____</p> <p>_____</p> <p>(6) That the special use shall conform to all applicable yard area regulations of the district in which it is located.</p> <p>_____</p> <p>_____</p>
	<p>Agree to allow the city to post public signs on the property, if required.</p>