



SPECIAL USE PERMIT APPLICATION

Special Use Permit requests require review by the Planning Commission and approval by the City Council. A public hearing is required as part of this process.

Applicants are encouraged to discuss their proposal with City staff prior to submission.

Required Submittals

☐ Completed Application

☐ Five (5) copies of a detailed site plan

☐ Narrative describing the proposed use

☐ Application Fee (\$350)

Property Information

Property Address: _____

Parcel Number: 61-27-_____

Zoning District: _____

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Property Owner Information

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Proposed Development

Brief Description of Proposed Development:

Applicant Certification

I certify that the information provided is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Office Use Only

Date Received:	Planning Commission Meeting Date:
Fee Paid ☐	City Council Meeting Date:
Site Plan Submitted ☐	Notes:

SITE PLAN REQUIREMENTS CHECKLIST

The following information shall be included on the site plan, as applicable to the proposed development. Additional information may be requested by the Planning Commission, City Council, or City staff during review.

Property Information

- ☐ Property dimensions and boundaries
- ☐ Existing vegetation and natural features
- ☐ Topographical information
- ☐ Soil types
- ☐ Hydrographical information

Buildings & Site Design

- ☐ Size, shape, and location of existing buildings
- ☐ Size, shape, and location of proposed buildings
- ☐ Building elevations and proposed construction materials
- ☐ Proposed freestanding and wall signage
- ☐ Proposed on-site lighting and anticipated light trajectories

Landscaping & Screening

- ☐ Proposed landscaping plan
- ☐ Greenbelts and buffer areas
- ☐ Dumpster locations and screening methods

Access, Parking & Traffic

- ☐ Adjacent public and private streets or rights-of-way
- ☐ Driveway locations and access points
- ☐ Parking areas
- ☐ Loading and unloading areas
- ☐ Estimated traffic generation and circulation patterns

Utilities & Infrastructure

- ☐ Stormwater retention and drainage facilities
- ☐ Method of sanitary waste disposal
- ☐ Existing and proposed fire hydrants
- ☐ Existing and proposed water mains
- ☐ Sidewalks and pedestrian connections

Additional Information

- ☐ Description of the proposed use
- ☐ Anticipated market or service area
- ☐ Additional supporting materials (if applicable)