



Application Submission Meeting City Special Review Checklist

If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer.

Item	Location: _____	Staff X	Applicant X
1.	Pre-Application Statement of Owner(s) or Agent(s) affirming pre-application meeting was held, and include the following: <ul style="list-style-type: none">✓ Date, time & location of the meeting.✓ The sign-in sheet of attendees, and✓ A brief synopsis of the meeting (questions answers etc.)✓ Complete form uploaded to application		
2.	Application form completed, signed, and uploaded		
3.	Location/legal description and property information verified (by staff)		
4.	Prepare and submit a written statement on your request to explain how the request is <ul style="list-style-type: none">✓ Consistent with the goals and policies of the adopted Growth Policy✓ Adequate in size and location to accommodate the proposed use while still meeting all of the zone district requirements such as landscaping and parking✓ Compatible with nearby uses and how the applicant intends to mitigate any potential impacts✓ Will not impede the normal improvement of surrounding property Upload this document to the on-line application		
5.	Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos need to be uploaded to the on-line application		
6.	Dimensioned site plan; one full size (no larger than 11 X 17), and one reduced. 1"= 40' Scale If applicable, site plan must include; <ul style="list-style-type: none">A North arrow.B The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, and off-street parking spaces.C Illustrate lot size showing lot line dimensions.D The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information.E Show setbacks from all property lines for existing and proposed buildings.F Show the centerline of major and minor arterial streets.G Illustrate the square footage of existing and proposed buildings and structures.H Names and locations of adjacent streets, alleys, properties, etc.I Illustrate the height of any proposed structures.J A detailed landscaping plan of the site.K Location and description of proposed signs.L Other pertinent features as determined by the Zoning Coordinator		
7.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail outside of the boundary of the subject property		
8.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map provided by Planning. This list of certified names and mailing addresses placed on the label template provided and uploaded to the on-line application.		
9.	Filing fee for application and postage fee as required (.40 cents per piece)		

Notes/Complete or additional needed:

Staff Review Date: _____ By: _____

Signature

Complete application received on: _____ Staff Initials: _____