

Checklist for Special Land Use Applications

Special land use applications for **existing development** must include the following information:

Name of Project: _____ Checked by: _____

Special Land Use # _____ Date: _____

Address: _____

Provided	
	1. Completed <i>Application for Special Land Use Approval</i>
	2. For outdoor storage uses, the <i>Addendum</i> to the Special Land Use Application
	3. Fee
	4. 15 copies of a <i>sketch plan</i> containing the following:
	A detailed use statement including a general operations plan with a description of the nature of the existing and/or proposed use or activity, noise impacts, hours of operation, the number of employees, etc.
	For outdoor storage uses , a description of all items stored outdoors must be provided including the dimensions of such items.
	Existing and proposed buildings and parking lots with dimensions and setbacks
	A legal description of the subject property
	Existing and proposed parking calculations
	Existing and proposed driveways and circulation route
	Existing and proposed landscaping illustrated on the plan <i>and</i>
	Described in a plant list
	Existing and proposed lighting , screening and other accessory features
	<i>If applicable</i> , Floor plan indicating existing and proposed uses <i>and</i>
	Area (sq. ft.) associated with each use
	<i>If applicable</i> , Building elevations with materials and colors for all sides with proposed changes