

Screening & Buffering Plan Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- ___ Letter of Request (Project Narrative)
 - ___ Date of Application.
 - ___ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers, and emails)
 - ___ Site location, dimensions, and size of property (in feet and acres), and present zoning.
 - ___ Project description
 - ___ Action requested and the reason/purpose for the request.
 - ___ Existing and proposed facilities, structures, roads, etc.
- ___ [Letter Consent](#) (*when applicant role is as Designated Representative*)
- ___ [Site Plan/Plot Plan](#)
 - ___ A description of the fencing and/or buffering materials, type of landscaping, height of materials, and elevation drawings of materials to depict compliance with screening and buffering requirements.
 - ___ Documentation either by catalogue cut sheets or letter from the manufacturer that the screening provides at least a 90% opacity to substantially block any view of material, equipment, or stored vehicles from any point located on a street or adjoining property adjacent to the site.
 - ___ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (as applicable to LLC property ownership).
 - ___ Articles of Incorporation and By Laws (as applicable for Corporation Property ownership).
 - ___ Trust Documents (as applicable for Trust Property ownership).