

Special Use Permit Checklist / Special Use Permit Amendment Checklist

Uses other than Tower and/or Extraction

All submittal materials listed below must be submitted electronically in .pdf format.
Application for Special Use Permit shall be included, but are not limited to the following:

___ **Letter of Request** (Project Narrative)

- ___ Date of Application.
- ___ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
- ___ Assessor’s Parcel Number and present zoning.
- ___ Request and reason for the special use permit
- ___ Existing and proposed facilities, structures, roads, etc.

___ Proposed source of water (**ONE of the following**)

- ___ Letter from Water District
- ___ Copy of well permit
- ___ Applicant's statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier shall be submitted.

___ Proposed method of wastewater disposal (**ONE of the following**)

- ___ Letter from Sanitation District
- ___ City-County Health Department preliminary investigation

___ **Letter of Consent** (when applicant role is as Designated Representative)

___ Proof of ownership by recorded deed

___ **Site Plan Drawing** that includes (at a minimum) the following:

- ___ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted
- ___ Property Owner’s Name
- ___ Address and Legal Description of the Property
- ___ Current Zone District
- ___ Assessor’s Parcel Number(s)
- ___ General Location/Vicinity Map

- _____ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
- _____ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines
- _____ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)

*(*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*

- _____ Location, Type and Height of Existing and Proposed Fences
- _____ Road/Street Name(s) Adjacent to Property

(NOTE: None of the drawings required above shall be larger than 11"x17" and ALL items must be submitted in .pdf format)

- _____ 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).*