



**CONDITIONAL USE  
SUBMITTAL CHECKLIST**

**REVIEW COMMITTEE: (14 sets)**

Development Review Application \_\_\_\_\_

Fee Calculation Form (1 original) and Fee \_\_\_\_\_

Verification of ownership \_\_\_\_\_ Market Study \_\_\_\_\_

Signed & Sealed Survey \_\_\_\_\_ Traffic Study \_\_\_\_\_  
(with correct legal)

Provide a separate legal description of property involved on letter size paper.

Written response to criteria contained in Section 27-768 of the Code \_\_\_\_\_

Letter of Intent\* \_\_\_\_\_ Letter of Owner's Authorization \_\_\_\_\_  
\*(Including intended use, square footage, hours of operation, number of employees,  
and any other related information.)

All drawings not to exceed 24" x 36" \_\_\_\_\_

**PLANNING AND ZONING BOARD: (9 sets)**

Development Review Application \_\_\_\_\_

Written response to Review Committee comments \_\_\_\_\_

Verification of ownership \_\_\_\_\_ Market Study \_\_\_\_\_

Signed & Sealed Survey \_\_\_\_\_ Traffic Study \_\_\_\_\_  
(with correct legal)

Provide a separate legal description of property involved on letter size paper.

Written response to criteria contained in Section 27-768 of the Code \_\_\_\_\_  
(including traffic study and market study, if applicable)

Letter of Intent\* \_\_\_\_\_ Letter of Owner's Authorization \_\_\_\_\_  
\*(including intended use, square footage, hours of operation, number of employees,  
and any other related information.)

All drawings not to exceed 24" x 36" \_\_\_\_\_



**CONDITIONAL USE  
SUBMITTAL CHECKLIST**

**CITY COUNCIL: (14 sets)**

**Development Review Application (1 copy) \_\_\_\_\_**

**Written response to Planning and Zoning Board comments \_\_\_\_\_**

**Verification of ownership \_\_\_\_\_ Market Study \_\_\_\_\_**

**Signed & Sealed Survey \_\_\_\_\_ Traffic Study \_\_\_\_\_  
(with correct legal)**

**Provide a separate legal description of property involved on letter size paper**

**Written response to criteria contained in Section 27-768 of the Code \_\_\_\_\_**

**Letter of Intent\* \_\_\_\_\_ Letter of Owner's Authorization \_\_\_\_\_  
\*(including intended use, square footage, hours of operation, number of employees,  
and any other related information.)**

**Notice to Proceed \_\_\_\_\_**

**All drawings not to exceed 24" x 36" \_\_\_\_\_**