



SPECIAL USE APPLICATION CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for approval of a special use, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- A drawing showing the location of the following:
 - A vicinity map indicating the location and street address (if applicable) of the property.
 - A legal description of the property.
- All existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments.
 - The direction of traffic flows and locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.
 - The location and number of parking spaces for off-street parking and loading areas.
 - The location of service and refuse collection areas.
 - The location of all signs indicating the size, shape and height of each sign.
 - The area and location of open space and recreation areas.
 - The location and type of exterior outdoor lighting.
 - The location of existing and proposed fences,
 - The location of proposed landscaping improvements and other methods of visual screening. Indicate the method of landscape maintenance, and include a list of the type, size, and quantity of landscape plant materials.

In addition to the information listed above, the Town Manager may also require the following:

- A Final Drainage Study
- A Final Utility Study
- A Final Traffic Study