

**USE PERMIT**



**SUPPLEMENTAL APPLICATION INFORMATION**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Describe surrounding land uses:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

C. Describe existing public or private utilities on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Proposed building size (list by square feet, if multiple stories, list square feet for each floor): \_\_\_\_\_  
\_\_\_\_\_

E. Proposed building height (measured from average finished grade to highest point): \_\_\_\_\_  
\_\_\_\_\_

F. Proposed building site plan:

(1)	building coverage	_____	Sq. Ft.	_____	% of site
(2)	surfaced area	_____	Sq. Ft.	_____	% of site
(3)	landscaped area	_____	Sq. Ft.	_____	% of site
(4)	left in open space	_____	Sq. Ft.	_____	% of site
	Total	_____	Sq. Ft.	_____	100 %

G. Construction phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all phases on site plan. \_\_\_\_\_  
\_\_\_\_\_

H. Exterior Lighting:

1. Identify the type and location of exterior lighting that is proposed for the project. \_\_\_\_\_

\_\_\_\_\_

2. Describe how new light sources will be prevented from spilling on adjacent properties or roadways. \_\_\_\_\_

\_\_\_\_\_

I. Total number of parking spaces required (per Zoning Code): \_\_\_\_\_

\_\_\_\_\_

J. Total number of parking spaces provided: \_\_\_\_\_

K. Will the project generate new sources of noise or expose the project to adjacent noise sources? \_\_\_\_\_

\_\_\_\_\_

L. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

M. Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

II. Project Characteristics:

A. Days of operation (e.g., Monday - Friday): \_\_\_\_\_

B. Total hours of operation per day: \_\_\_\_\_

Times of operation (e.g., 8 - 5, M - F): \_\_\_\_\_

C. If fixed seats involved, how many: \_\_\_\_\_

If pews or benches, please describe how many and the total length: \_\_\_\_\_

\_\_\_\_\_

D. Total number of employees: \_\_\_\_\_

E. Anticipated number of employees on largest shift: \_\_\_\_\_

III. If an **outdoor use** is proposed as part of this project, please complete this section.

A. Type of use:

Sales \_\_\_\_\_ Processing \_\_\_\_\_ Storage \_\_\_\_\_  
Manufacturing \_\_\_\_\_ Other \_\_\_\_\_

B. Area devoted to outdoor use (shown on site plan).

Square feet/acres \_\_\_\_\_ Percentage of site \_\_\_\_\_

C. Describe the proposed outdoor use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## USE PERMITS SITE PLAN REQUIREMENTS

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the development application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and application packet.

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### A. Submittal Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- One electronic copy of the site plan and all other applicable plans/information.
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee.

### B. Site Plan:

- Graphic scale and north arrow.
- Show location and dimensions of existing and proposed structures and walls (identify existing as a solid line and proposed as a dashed line).
  
- Label the use of all existing and proposed structures or area.

- Show the distance between structures and to the property lines.
- Show site access and off street parking facilities, including parking area and layout, loading areas, trash storage areas, dimensions and numbers of individual parking spaces (including accessible spaces) and aisles.
- Show size and species of all trees 6 inches and greater in diameter at breast height.
- Show location and size of all proposed and existing signs, fences and walls.
- Show location and general dimensions of water courses and drainage ways on the site, including any proposed modifications.