



Community Development Department

Planning Division

Project Address:

Date:

Planner:
accepting application

For Applicant's Use	For Staff Use	Use Permit Application Checklist Please note: Your project planner may require additional information depending on the specifics of your project.	Use Permit Type			
			Temp	Day care	Staff	PC
			Requirement			
		Application Form	Yes			
		Project Summary Sheet	No	Yes		
		Environmental Checklist	Depending on Project			
		Mailing Labels	No	Yes (See <u>Mailing Notice</u> handout)		
		Filing fee • Write amount here: \$	Yes (see <u>Fee Schedule</u>)			
For the following items, see <u>Submittal Standards</u> sheet						
		Written Statement	Yes			
		Site Plan	6 sets			
		Elevations and Architectural Plans Parking and Circulation Plan Landscaping Plan Lighting Plan Floor Plan (Plans may be combined with the site plan or may be provided on separate sheets)	6 sets, if required (Depending upon project)			
		Photographs (1 set printed and 1 set electronic)	Yes	No	Yes	
		Additional documents and materials, as needed • Architectural historian's report • Historic photographs and/or maps • Title report • Traffic report • Stormwater Control Plan	Depending upon project			
		Additional Plans Required Subsequent to Initial Submittal Plans – If revised, but needs further staff review:	6 sets			

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		Plans – Ready for Commission review:	1 full-size set, folded* 18 sets 11"x17" *additional full-size sets may be required, depending upon project			