

**APPLICATION REQUIREMENT CHECKLIST**  
**Narrative pages may be attached**

✓	Requirements
	Non-Refundable processing fee of \$100
	Hard copy and an electronic copy of complete submission
	Scale plan with topography and flood plain information
	Use, location, size and height of existing and proposed structures
	Location and number of parking spaces, driveways, loading areas, and points of ingress and egress
	Easements, rights-of-way, and location of storm drainage facilities, hydrants, and utility poles
	Location and dimensions of all exterior graphic displays
	Exterior lighting plan
	Location and dimensions, area, and character of all required buffers/greenbelts
	Landscape plan
	Narrative description of development objectives of proposed use and how these objectives further the intent of the Downtown Master Plan
	Floor plans, building schematics, renderings or other materials showing how the use will be incorporated into existing or new structures or the property
	Narrative description of surrounding uses and how the proposed use is compatible with those uses and the Downtown Master Plan.

The Planning and Zoning Board shall make a recommendation to the City Council, afterwhich the City Council shall hold a separate public hearing and approve or disapprove the application.

For Office Use Only

Filing Date	
Hearing Date	
Fee Collected by	