



# Conditional Use Permit Submittal Instructions

All documents **MUST** be submitted:

**In a 8 ½" x 11" Three Ring Binder**

File using the below tabs/dividers

**Full Size (24 x 36) plans are NOT to be hole-punched or in binder**

8 ½" x 11" elevations, site plans, etc. (see application checklist) need to be filed under Graphics

11" x 17" elevations, site plans, etc. (see application checklist) need to be folded and filed in back of binder

Not all information listed on this sheet is required at time of submittal, see application checklist for required items needed at time of submittal.

Call 480-312-7000 to pick-up submittal tabs or use your own tabs using the below tabs as reference

Tabs to include:

**Graphics    Legal    Correspondence    Citizen Review    Application    Miscellaneous**

## **GRAPHICS( 8.5x11, 11x17s hole-punch & file under graphics, 24 x 36 are NOT hole-punched)**

**Provide a Combined Context Aerial and Context Site Plan**

**Existing Conditions Photo Exhibit: Mounted Or Printed On 8-1/2"X11" Paper** (Printed digital photos are OK)

**Assessor's Map**

**Location Map**

**Site Plan**

- 24" x 36" - 11 copies, **FOLDED**
- 11" x 17" - 1 copy

**Site Plan Worksheet**

- 24" x 36" - 1 copies, **FOLDED**

**Floor Plans:**

- 24" x 36" - 1 copies, **FOLDED**
- 11" x 17" - 1 copy

**Floor Plan Worksheet:**

- 24" x 36" - 1 copies, **FOLDED**

**Elevations:**

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy

**Conceptual Landscaping Plan:**

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy

**Lighting Details And Cut Sheets:**

- 24" x 36" - 1 copy **FOLDED**

**Photometric Analysis with horizontal foot-candle diagram**

- 24" x 36" - 1 copy **FOLDED**

**Lighting Site Plan, include all lighting (free standing, building mounted, canopy, landscaping, etc.)**

- 24" x 36" - 1 copy **FOLDED**

## Corporate Image Features

### LEGAL

**Authorization** (from property owner(s) if property owner did not sign the application form)

#### **Current Title Report**

- 8-1/2" x 11" – 1 copy
- Include complete Schedule A and Schedule B.

**Legal Description:** (if not included in Title Report)

**Policy for Appeal of Required Dedications or Exactions**

**Site Posting Requirements and Affidavit**

### CITIZEN REVIEW

**Neighborhood Involvement Information Packet**

**School District Notification Information**

### APPLICATION

**Completed Application Checklist**

**Completed Application Form**

**Project Narrative**

**Project Data Sheet**

### MISCELLANEOUS

#### **Archaeological Resources**

- Certificate of No Effect / Approval Application Form
- Archaeology Survey and Report - **3** copies
- Archaeology 'Records Check' Report Only - **3** copies
- Copies of Previous Archeological Research - **1** copy
- Maps(s)/Narrative for any archaeological resources within a Master Planned Development or larger project

#### **Historic Property**

**Completed Airport Vicinity Development Checklist**

**Purchase Agreement** for "In Lieu Parking Credits" (*form provided*)

#### **Parking Study**

- **3** copies

#### **Parking Master Plan:**

- **3** copies (required for reduction of ordinance requirements)

**Transportation Impact & Mitigation Analysis (TIMA):** Contact the TIMA Coordinator,

**Trip Generation Analysis- 3 copies**

**Traffic Impact Study- 3 copies**

**Drainage Report**

**ESL Addendum, Slope Analysis, NAOS Plan, Site Plan with Superimposed topographic Map**