



S3 SPECIFIC APPLICATION FORM - SPECIAL USE PERMIT

Section 3.7 (3) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Pre-Application Conference prior to application submittal.
- ☐ Concept plan approval (if required).
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ A site plan in conformance with the Unified Development Code (UDC).
- ☐ A title report.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ A copy of the legal description (metes and bounds) of the area encompassing the Special Use Permit request. If the property is platted, a copy of the plat should be provided.
- ☐ Location/vicinity map showing the location and boundaries of the proposed Special Use Permit. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Acknowledgment that the sign posted by the applicant on the property fifteen (15) days prior to the public hearing will be maintained until the request is heard at the public hearing.
- ☐ Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.