



## **CONDITIONAL USE APPLICATION Checklist**

Please check box for each document submitted; if not applicable, please indicate with N/A.

### Application General Requirements (Section 1.2):

**NARRATIVE** – a document describing the project in detail.

**LOCATION MAP** - General location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

**NEIGHBORHOOD WORKSHOP** - per Section 1.2.F include public notice, affidavit of advertising, notice mailing list, list of attendees and summary of comments, questions and your responses.

**SURVEY** - Accurate survey, reflecting existing conditions, no more than two years old.

**LEGAL DESCRIPTION** – copyable electronic format (i.e. Microsoft Word).

**AGENT AUTHORIZATION** (if applicable)

**STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

**LAND USE COMPATIBILITY ANALYSIS** – see Section 1.2.C.8.a-b for requirements

### Conditional Use - Specific Application Requirements (Section 1.8.2):

A site plan at an appropriate scale, showing:

1. proposed placement of structures on the property
2. provisions for ingress and egress
3. off-street parking and off-street loading areas
4. refuse and service areas
5. required yards and other open spaces

Proposed landscaping, screening, and buffering, including provisions for trees protected by City regulations.

Proposed signs and lighting, including type, dimensions and character.

### Conditional Use Decision Criteria (Section 1.8.3.A):

*Before any conditional use shall be approved, the Commission shall make a finding that the granting of the conditional use will not adversely affect the public interest and that satisfactory provision and arrangement has been made concerning the following matters, where applicable.*

In a separate document, please restate and address each item:

1. Compliance with all applicable elements of the Comprehensive Plan.
2. General compatibility with adjacent properties and other property in the district.
3. Any special requirements set out in Section 2 in this chapter for the particular use involved.

## Attainable Housing Density Bonus - Additional Requirements (Section 1.8.4):

Responses to each of the nine locational considerations in Comprehensive Plan Strategy HG 1.2 – Targeted Attainable Housing Locations

A detailed narrative describing:

1. The level of affordability proposed and
2. The number of additional units sought through the density bonus incentive, including
3. Calculations confirming that the requested number of additional units meet the standards set by the Housing Element of the Comprehensive Plan and the corresponding categories set by the United States Department of Housing and Urban Development; and

Concurrency Application (If applicable; see Section 5)

School (required for residential)

Public facilities (potable water, wastewater, solid waste, parks, stormwater)

Traffic Study – Required if new or net trip generation exceeds 50 PM peak hour trips (Section 5.2: Mobility). Prior to the study being performed, a methodology meeting must be held with the applicant, City staff and County staff (if applicable).

Documentation of a binding commitment to maintain attainability for at least ten (10) years, or a longer timeframe if required by Council at the time of approval, including information about how the project will be monitored and by whom.

## Attainable Housing Density Bonus Decision Criteria (Section 1.8.4.D):

*The Commission shall make a recommendation to Council based on the availability of units in the reserve density established through Comprehensive Plan Strategy HG 1.5.3 and the criteria applied to all Conditional Use applications through Section 1.8.3 of this LDR.*