

Conditional Use Permit Submittal Checklist

All submittal information presented to the Planning Division shall include all items appropriately checked for the application being submitted, all related fees, and any additional required information requested. Staff will review the submittal for completeness and the applicant will be notified of any items that are not included.

APPLICATION & FINANCE FORMS
<input checked="" type="checkbox"/> Completed Land Use & Zoning Application Form, Disclosure Form and Indemnification Agreement <input checked="" type="checkbox"/> Reimbursement Obligation Form <input checked="" type="checkbox"/> Complete and detailed narrative of the proposed project/use <input checked="" type="checkbox"/> Application deposit
SUBMISSION GUIDELINES
<input checked="" type="checkbox"/> All materials shall be submitted electronically (via link or attachment to planning@rpcity.org)
SITE PLAN
<input checked="" type="checkbox"/> <u>Legend with</u> : Scale, north arrow, date, person preparing plans including address and telephone number, title including subdivision name and number, unit and phase number, if any, gross and net area of site in sq. ft. and acres <input checked="" type="checkbox"/> <u>Property lines</u> : All existing property lines and all existing easements <input checked="" type="checkbox"/> <u>Structures</u> : Location and dimensions, including open stairways and other projections from the exterior building walls, existing and proposed fencing, and trash enclosures <input checked="" type="checkbox"/> <u>Use</u> : Existing and proposed uses of the site and/or structures <input checked="" type="checkbox"/> <u>Yards</u> : Distances between exterior walls of structures and between such walls and property lines <input checked="" type="checkbox"/> <u>Traffic circulation</u> : Completely dimensioned parking layout, including dimensions of internal driveways, aisles, numbers of parking stalls and loading spaces, pedestrian walkways, and vehicle ingress and egress to site <input checked="" type="checkbox"/> <u>Lighting</u> : Industrial, commercial and large scale residential – location, design, size, lighting type and wattage
FLOOR PLAN
<input checked="" type="checkbox"/> Fully dimensioned and prepared to an appropriate scale <input checked="" type="checkbox"/> Show location of all openings and exits; rooms labeled for use <input checked="" type="checkbox"/> Indicate use and occupancy

ALL items above must be completed and included with your submission to be considered a complete application.