

CONDITIONAL USE REVIEW – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

CONDITIONAL USE REVIEW

<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	SPECIAL USE REVIEW - TECHNICAL CRITERIA FORM (submit __ copies)
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	WRITTEN STATEMENT AND GRAPHICS (submit __ copies) – Describe the precise nature of the proposed use and its operating characteristics. Illustrate how the special use review criteria have been satisfied and how proposed use conforms to the Land Use Code and the Comprehensive Plan.
<input type="checkbox"/>	CERTIFIED DRAINAGE REPORT (submit __ copies) - a certified drainage report must be reviewed and approved by the appropriate Sanitation District prior to submittal of the report to the Town.
<input type="checkbox"/>	MASTER UTILITY PLAN – prepared by registered professional engineer.
<input type="checkbox"/>	FINAL LANDSCAPE PLAN (submit __ copies) <ul style="list-style-type: none"> <input type="checkbox"/> Scale (not greater than 1"=50'), north arrow, site boundary <input type="checkbox"/> Existing and proposed streets <input type="checkbox"/> Existing and proposed utilities and easements <input type="checkbox"/> Existing 2' contours <input type="checkbox"/> Proposed 2' contours <input type="checkbox"/> Table listing total amount of open space required, and amount provided, and total amount of trees and shrubs required and amount provided. <input type="checkbox"/> Design intention of the proposed landscape improvements including how the proposed landscape enhances visual continuity protects existing vegetation and feature, provides shade for paved areas and gathering spaces, creates visual interest year round, complements the architecture of the site, conserves water using xeriscape principles, and establishes spatial definition throughout the site. <input type="checkbox"/> Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how <input type="checkbox"/> Areas to be irrigated and method of irrigation <input type="checkbox"/> Define areas to be considered open space and if they will be public or private. Indicate how open space will be maintained including: erosion control, revegetation and weed management both during and after construction. <input type="checkbox"/> Detailed planting plan including plant list and cost estimate
<input type="checkbox"/>	TRAFFIC STUDY (submit __ copies)
<input type="checkbox"/>	EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS <ul style="list-style-type: none"> <input type="checkbox"/> Complete building elevations, drawn to scale with illustrations of all colors and identifying major materials to be used in the structures. <input type="checkbox"/> Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations (if required by the Town)
<input type="checkbox"/>	LEGAL NOTICE FORM –(electronic copy of legal description)
<input type="checkbox"/>	PHOTOMETRIC PLAN
<input type="checkbox"/>	ELECTRONIC COPY OF APPLICATION PACKAGE (in pdf form)

CONDITIONAL USE REVIEW

CONDITIONAL USE MAP

- Title of project
- North arrow, scale (no greater than 1"=50') and date of preparation
- Vicinity map
- Address of project
- Legal description of property
- Name, address and phone number of property owner
- Name, address and phone number of person or firm responsible for plan
- Lot size (square footage)
- Bearings and distances of all lot lines
- Existing and proposed easements and rights-of-way
- Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings
- Gathering areas for people
- Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned
- Existing and proposed two (2) -foot contours
- Existing waterways on or adjacent to the site
- Finished floor elevations for all structures
- Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted w/ respect to the property lines
- Existing structures and their use
- Square footage of proposed the proposed building(s) and the footprint of the proposed building(s)
- Proposed structure height
- For commercial and industrial uses, the type of activity, number of employees, hours of operation
- For multi-family residential, the number of residential units and the number of bedrooms per unit
- Location of proposed signs and lights
- Specifications for the signs and lights, including type, height and general conformance to the code
- Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned)
- Trash disposal areas and enclosures including specifications for enclosures
- Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)
- Location and size of water and sewer lines to which the service connections will be or are made
- Location and size of water meter(s)
- Location and size of backflow-prevention devices
- Indication of how and where perimeter drain will drain (if one exists)
- Location of existing electrical lines and poles on or adjacent to the site
- Location of proposed electrical service connection and meter location
- Location of electric transformer
- Location of all fire hydrants (if none on site, note distance and direction of closest hydrant)
- Location of detnntn/retention areas and storm sewer infrastructure, required drainage easements
- Distance from proposed building(s)/structure(s) to adjct lot lines, easements and adj. structures
- Land use chart
- Location of existing and proposed oil/gas facilities and their setbacks, including flow lines
- Location of archaeologically significant or historic sites or structures
- Adjacent land uses and landowners
- Certificate blocks for owner, surveyor, utility provider and Town approval
- Address how potential impacts of the proposed use on the neighborhood will be mitigated including traffic, noise, odors, hours of operation, light, dust, erosion, building type and scale

SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT

- Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies.
- Applicant's certification that list is complete and accurate.

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<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES -(to be submitted after application is certified complete) - envelopes shall have the Town's address as the mailing address and return address and the envelopes shall be addressed to the surrounding property owners within 300 feet, mineral interest owners of record, oil and gas lessees for the property, and appropriate referral agencies.
<input type="checkbox"/>	FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit _ - 24"x36" copies and __ - 11"x17" copies) combine with final landscape plan if possible <ul style="list-style-type: none"> <input type="checkbox"/> Scale (not greater than 1"=50'), north arrow, site boundary <input type="checkbox"/> Existing and proposed streets <input type="checkbox"/> Existing and proposed utilities and easements <input type="checkbox"/> USGS 2' contours <input type="checkbox"/> Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how. <input type="checkbox"/> Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development <input type="checkbox"/> Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species <input type="checkbox"/> Wildlife travel corridors <input type="checkbox"/> General ecological functions provided by the site and its features <input type="checkbox"/> Bank, shoreline and high water mark of any perennial stream or body of water on the site <input type="checkbox"/> How and where topsoil will be preserved, stripped and stockpiled for site revegetation <input type="checkbox"/> Open space network and pedestrian circulation system - show how they will function within the proposed development <input type="checkbox"/> How the property will relate to the neighborhood parks and trails <input type="checkbox"/> Areas to be irrigated and method of irrigation <input type="checkbox"/> Areas considered open space and if they will be public or private <input type="checkbox"/> Proposed public and private open space with information about how it will be maintained including erosion control. revegetation and weed management <input type="checkbox"/> Describe the design intention and how the open space will function Where applicable, conceptual design of neighborhood park
<input type="checkbox"/>	ADDITIONAL INFORMATION REQUIRED BY THE PLANNING ADMINISTRATOR
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

PLANNING COMMISSION RECOMMENDATION – CONDITIONAL USE REVIEW	
APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF MAYOR	
TOWN BOARD ACTION – CONDITIONAL USE REVIEW	
APPROVED:	
DISAPPROVED:	
CONDITIONALLY APPROVED:	
COMMENTS:	

SIGNATURE OF MAYOR