Conditional Use Permit
Application Checklist

18.15.030 Administrative Decisions-Other Land Use Decisions (A) (16)

CHECK BOX WHEN COMPLETED	SUMMARY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Completed and Signed Millcreek Land Use Application.	
☐	Notarized Property Owner Affidavit.	
☐	Application Fee.	
☐	A Summary of the Neighborhood Meeting, pursuant to MKZ 18.14.030	
☐	A Summary of other Pre-Application Meetings, if required.	
☐	Letter of Intent describing the proposed conditional use permit.	
☐	A narrative describing reasonably anticipated detrimental effects from the proposed conditional use and describing proposed mitigations to the reasonably anticipated detrimental effects.	
☐	A completed Sensitive Lands Review Checklist, if required.	
☐	Any other relevant supporting documentation, photographs, maps and studies.	

CHECK BOX WHEN COMPLETED	PROPERTY SURVEY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
	A property survey showing, at a minimum:	
☐	Property boundaries.	
☐	Topographical Survey identifying existing and proposed building elevations, ground and elevation contours, property boundaries and any easements and encroachments.	
☐	The location and type of easements, covenants, or other property restrictions.	
☐	Location of existing rights-of-way and right-of-way centerlines.	
☐	Location of all existing buildings, structures, and utilities, including water utilities.	
☐	Location of existing rights-of-way and right-of-way centerlines.	
☐	Location of existing trees measured at four inch (4") caliper or greater.	
☐	Location of any sensitive lands features.	

CHECK BOX WHEN COMPLETED	SITE PLAN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Location of proposed buildings.	
☐	Location of proposed off-street and on-street parking areas.	
☐	Location of proposed open spaces	
☐	A summary table showing floor area by use, required parking by use, materials percentages, percentages of doors and windows, minimum lot size requirements, residential amenities if required, and open space requirements.	
☐	Location, design, and cross-sections of proposed streets, driveways, lanes, or paths.	

CHECK BOX WHEN COMPLETED		PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Number, size, height, and location of all proposed signs.	
☐	Location of existing and proposed fire hydrants.	
☐	Landscape plan showing location and type of proposed plantings and trees to be preserved.	
☐	Setbacks and buffers as required by the relevant zoning or landscaping standard.	
☐	Lighting plan showing location and height of proposed street and interior property lighting.	
☐	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	
☐	Site Grading and Drainage Plan.	
CHECK BOX WHEN COMPLETED	**BUILDING FLOOR PLAN AND ELEVATION REQUIREMENTS**	**PAGE NUMBER IN PLANS REQUIREMENT IS MET**
☐	Proposed building bulk and height.	
☐	Proposed building elevations, including building color and materials.	
☐	Proposed building floor plans.	
CHECK BOX WHEN COMPLETED	**REQUIRED STUDIES**	**PAGE NUMBER IN PLANS REQUIREMENT IS MET**
☐	Geological Hazards Study, if required.	
☐	Parking and Traffic Impact Study, if required.	
☐	Photometric Study, if required.	