



## CHECKLIST FOR CONDITIONAL USE PERMIT APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete Conditional Use Permit application and that you fill out the application form completely. Applications that are complete by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission.

<b>SKETCH PLAN:</b>	
	A sketch plan must be reviewed by the Administrative Review Committee before the application can be filed. Obtain a conditional use permit sketch plan checklist for this purpose. See the Processing Time Schedule for the appropriate sketch plan deadline associated with the application deadline you wish to meet.
<b>APPLICATION:</b>	
	The property owner must sign the application unless the owner has signed a power of attorney authorizing the applicant to act on the owner's behalf. If a power of attorney has been executed, it must be attached to the application. Make sure the owner's, and applicant's if necessary, name, address, phone and fax numbers are printed on the form and the legal interest in the property must be explained.
	Have you listed the existing zoning classification of the property?
	Have you listed the street address, the existing use of the property and the type of use you are requesting for the use permit?
	Have you provided a written response to each of the standards listed in Section 3-3310.A of the <i>Springfield Zoning Ordinance</i> ? If the proposed use permit is listed in Section 3-3310.B., there are additional standards which must be met. You may use a separate sheet(s) for this purpose.
	Have you provided a written response as to how development and use of neighboring property will not be impaired or adversely affected? You may use a separate sheet.
	Have you provided a written response on any potential adverse effects of your conditional use permit and how you intend to avoid, minimize or mitigate such effects? You may use a separate sheet.
<b>LEGAL DESCRIPTION:</b>	
	Have you included a digital copy of the legal description, in Microsoft Word format, of the land upon which you wish to have the use permit? The description shall be a boundary description not a general description and you may have to seek the assistance of a registered land surveyor.
<b>NEIGHBORHOOD MEETING:</b>	
	see attached policy
<b>APPLICATION FEE:</b>	
	Have you included the non-refundable application processing fee of \$1,126.00?
<b>PRE-PAID ADVERTISING FEE:</b>	
	Have you included the non-refundable pre-paid advertising fee of \$50.00 for the required publication in the Daily Events?
<b>PROPERTY OWNERS LIST:</b>	
	Have you attached a list of property owners within 185 feet of the area for the proposed conditional use permit that has been prepared by the Greene County Assessor, City of Springfield, Title Company, Abstract Company or Attorney? You may not prepare the list yourself.
<b>ENVELOPES:</b>	
	Have you included two plain, stamped ( <b>not metered</b> ), business size envelopes with each name and address typed on the envelopes for each name on the property owners list? Did you make sure that there is no return address on the envelopes?
<b>SITE PLAN:</b>	
	Nine copies of the site plan of the proposed conditional use permit and text must accompany the application (10 if the property is on a state highway). At least one of the site plans must be 11" x 17" blackline. The site plan must be signed and sealed by the architect, engineer or surveyor who prepared the site plan. All drawings must be folded to no more than a 9X12 inch size.