

# SPECIAL USE MAP CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_/\_\_\_/\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

## **Special Use Map**

A map shall be drawn to a scale suitable to describe the information required and shall include:

1. Boundary description of the subject property, which shall illustrate the legal description.
2. Existing land uses and zoning on the property and within five hundred (500) feet of the boundary.
3. Adjoining property ownership.
4. Existing private roads.
5. Existing structures.
6. Existing easements.
7. Name and addresses of the petitioner, owners of all interests (including mineral interests), in the property, and preparer.

# PLOT PLAN DRAWING CHECKLIST

PROJECT NAME: \_\_\_\_\_

SUBMITTAL DATE: \_\_\_/\_\_\_/\_\_\_

SUBMITTED BY: \_\_\_\_\_

SUBMITTAL REVIEWED BY: \_\_\_\_\_

## **Plot Plan**

Plot plans, to satisfy the submission requirements of a Special Use, Variance of Use, Nonconforming Use and Location Approval, shall be of a minimum size of 8½" x 11", drawn at a scale adequate to provide the required information clearly, and containing at a minimum the following:

- a. The location, height, and dimensions of each existing and proposed structure within the development and the uses to be contained therein.
- b. The proper building setbacks and building area with reference to property lines, highways or street rights-of-way.
- c. The location of all parking areas.
- d. The location of watercourses and other natural and historic features.
- e. The general locations of existing and proposed landscaping.
- f. The location(s) of all permanent accesses from publicly dedicated or private streets, roads, or highways.
- g. The stages, if applicable, in which the project will be developed.
- h. Locations of all components of outside storage, if applicable.
- i. Location of all proposed uses, structures, and other natural or man-made features and relationship of uses, structures and features to internal and adjoining uses, structures, features, landscaping and transportation facilities.