

# Conditional Use Submittal Requirements

Refer to the City of Fountain's [Zoning Ordinance](#) for plan submittal procedures and regulatory requirements. If applicable, please reference the [Subdivision Regulations](#) of the City of Fountain.

The following checklist outlines the information to be included directly on the proposed plan. Please complete this checklist by checking the boxes of the items submitted. Applications will not be accepted without this completed checklist.

<input checked="" type="checkbox"/>	A completed online application form.
<input type="checkbox"/>	Nonrefundable fee as set forth in the <a href="#">fee schedule</a> . <b>Payments can be made by eCheck (\$1.00 fee) or Credit Card (2.25% + \$0.75)</b>
<input checked="" type="checkbox"/>	Letter of intent describing the purpose of the request, possible development time frames, etc.
<input checked="" type="checkbox"/>	I, acting as the agent for the owner/developer/organization hereby certify that I have their approval and that the information submitted is true.
<input checked="" type="checkbox"/>	Vicinity Map
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Exhibit A: Legal Description on surveyors letterhead
<input type="checkbox"/>	Copy of Accepted Electric Design Application (Contact Electric Department At 322-2092)
<input checked="" type="checkbox"/>	Title commitment dated within 30 days of submittal date
<input checked="" type="checkbox"/>	Justification of Review Criteria (at the end of this online application form)
<input type="checkbox"/>	Traffic Analysis Report
<input checked="" type="checkbox"/>	Geological Hazards Report
<input type="checkbox"/>	Drainage Report/Letter