

# 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.