



CONDITIONAL DISTRICT ZONING APPLICATION- CHECKLIST

This is a standardized document generated to facilitate consistent Conditional Zoning Applications. All standards and requirements of the corresponding general Zoning District must be met. Additional requirements may be necessary based on site-specific conditions. All information below must also be submitted in digital format. Reference UDO section 16.2 for more information.

Project Name: _____	Date Submitted: _____
Design Contact: _____	Phone/Email: _____
Planner Assigned: _____	Application Complete? <u>Y</u> / No-see below
CD Number Assigned: _____	Comments Due: _____
CD Zoning District: _____	Pre-Application Meeting Date: _____

COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:	YES	N/A
General Information:		
1. Name of subdivision		
2. Vicinity map with boundary of project shown		
3. Location – Township, County, and State		
4. Scale of drawing & graphic scale bar		
5. Date & north arrow		
Site Data with the following information (Preferably in a Table):		
1. Address of overall site (If applicable)		
2. Parcel ID # (If not subdivided)		
3. Name, address, & phone # of property owner/subdivider		
4. Total # of lots (if applicable)		
5. Total site acreage		
Zoning Information (Preferably in a Table):		
1. Current & proposed zoning		
2. Re-Zoning case #		
3. Minimum setbacks allowed (Front, rear, side)		
4. Max building height allowed		
5. Maximum & minimum lot size required		
6. Proposed # & location of all structures inside site with approximate area, exterior dimensions, & height (UDO Section 11.2)		
Additional Information Required:		
1. General location in relation to adjoining streets, railroads, and/or waterways		
2. Adjoining parcels owners names, addresses, parcel ID #, & zoning classification		
3. A description of all screening & landscaping required w/ counts (UDO Section 9.8)		
4. All existing easements, reservations, and rights-of way (Including sewer)		
5. Proposed phasing, if any, & approximate completion date for each project		
6. Delineation of areas within the regulatory floodplain as shown on FEMA maps		
7. Traffic, parking, & circulation plans, showing the proposed location & arrangement of parking spaces & ingress & egress to adjacent streets, existing & proposed (UDO Section 12)		
8. Typical building front elevation drawings. Such drawings shall depict the relationship such buildings will have with the streetscape		
9. Proposed #, type, & location of all signs (UDO Section 13)		
10. Tree survey (UDO Section 9.21)		

In the course of evaluating the proposed use, the Administrator, the Planning Board or Board of Commissioners may request additional information from the applicant. A request for such additional information shall stay any further consideration of the application by the Board of Commissioners or Planning Board. This information may include (but shall not be limited to) the following:

Additional information that may be required:		
1. Stormwater drainage plan		
2. The existing and proposed location of all water and sewer lines and fire hydrants intended to serve the proposed development		
3. Accident data		
4. Noise data		
5. Impacts of air quality and other natural resources		
Traffic Impact Study (TIA) information (If applicable):		
1. Existing traffic conditions within the study area boundary.		
2. Traffic volumes generated by the existing and proposed development on the parcel, including the morning peak, afternoon or evening peak, and average annual daily traffic levels		
3. The distribution of existing and proposed trips through the street network		
4. Analyses of the capacities of intersections located within the study area boundary		
5. Recommendations for improvements designed to mitigate traffic impacts and to enhance pedestrian access to the development from the public right-of-way		
Environmental Impact Statement that contains the following:		
1. A cover sheet which provides, in summary form, a description of the proposed project		
2. A statement of purpose and need of the project		
3. For projects proposed by public entities, a list of alternatives of the proposed project		
4. A succinct description of the environment affected by the project		
5. A discussion of short and long-term consequences of the project on the environmental including any adverse environmental impacts which cannot be avoided		
6. A list of means that could be employed to mitigate any negative effects on the environment caused by this project		