



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

This type of application is considered administrative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fees: \$900 + \$60 Noticing Fee

Staff will review the application and check the boxes if the information has been included. As part of the application, please provide the following:

1. Drawings

- Electronic Plans in PDF format submitted with application online at provo.org/portal that show:
 - Site Plan:**
 - Square footage of existing building to be occupied by the use.
 - Use of existing and proposed structures (i.e., office, school, retail, etc.).
 - Location of the trash storage container location, size, and enclosure plans.
 - Parking Plan:**
 - Location of parking spaces provided for the business under consideration.
 - Parking space count.
 - Landscaping Plan:**
 - Location of landscaped area showing existing and proposed landscaping.
 - Building Drawings:**
 - Exterior elevations of existing building.
 - Business Description:**
 - Please provide an accurate and complete description of your proposed business activities. This description should be simple, straightforward and exclude advertising jargon.

Other information may be submitted or required, which may aid or be used to determine if a proposed project complies with applicable requirements set forth in the Provo City Code.

Note: A digital photograph of the elevations and the site plan may be found acceptable if they are clear and accurate. Aerial photographs obtained from companies such as Google Maps <http://maps.google.com/> may be accepted in lieu of the above requirements if the above information is provided.