



# DESIGN REVIEW: CHANGE OF USE SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double-sided application will not be accepted.
- Data Tables Below:

PROJECT DESCRIPTION			
THIS DR APPLICATION IS A REQUEST TO CHANGE THE USE OF THE BUILDING AND/OR TENANT SPACE: (briefly explain the nature of the request):			
PREVIOUS BUSINESS INFORMATION			
Name of previous business located within the bldg. or space wanting to be occupied?		Type of Use of previous business located within the bldg. or space wanting to be occupied?	
SIZE OF PROPERTY			
Square Feet:		Acres:	
BUILDING OR SPACE TO BE OCCUPIED INFORMATION			
Is your business proposing to occupy an entire building OR a tenant space(s) within a multi-tenant building?	<input type="checkbox"/> Occupying the Entire Building <input type="checkbox"/> Occupying One or More Tenant Spaces Within a Multi-Tenant Building		
Square footage of building or tenant space(s) to be occupied?			

**EXISTING BUILDING AND LAND USE INFORMATION**

How many existing buildings are on the site?

What are the current uses of each building on the site?

**SQUARE FOOTAGE OF EXISTING BUILDINGS AND/OR STRUCTURES TO REMAIN:**

<b>FLOORS:</b>	<b>GROSS SQUARE FEET</b>
1 <sup>ST</sup>	
2 <sup>ND</sup>	
3 <sup>RD</sup>	
Other	

**CURRENT NEIGHBORING LAND USES**

	<b>LAND USE</b>
<b>North of Site</b>	
<b>South of Site</b>	
<b>East of Site</b>	
<b>West of Site</b>	

**PROJECT PHASING**

Is the project proposed to be phased?  YES  NO If yes, please describe:



- G. Will provide safe and convenient access to the property for both vehicles and pedestrians through patterned traffic circulation and connectivity to abutting development;
- H. Is in the interest of public health, safety, and general welfare promoting a pedestrian friendly and walkable environment in balance with protecting a viable commercial center in the area; and
- I. Will have signs, if proposed, that are harmonious with the architectural design of the building and adjacent buildings and will not cover or detract from desirable architectural features.

- One (1) vicinity map (8 ½" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- One (1) 8 ½" x 11" colored aerial photos depicting proposed site, street names, and surrounding area within five-hundred feet (500"). The purpose of these photos is to view the site for existing features and adjacent sites.
- Copy of Deed; and, if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
- Detailed floor plan(s) to scale. (No smaller than 1"=30', unless otherwise approved.) One of each plan (site, landscape, elevation, and floor plan) is required to be submitted in the following plan sizes:
  - ONE (1) 11" X 17" REDUCTIONS **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
  - ONE (1) 8 ½" x 11" REDUCTION
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- Any additional information to aid in understanding the project.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature