



CITY OF JENKINS

CONDITIONAL USE PERMIT OR INTERIM USE PERMIT APPLICATION CHECKLIST

Referenced Zoning Codes 150.100-150.112, 150.283, 150.284, and 150.038, Land Use Matrix.

Any person requesting City approval of a Conditional Use Permit or Interim Use Permit shall complete and/or submit to the City of Jenkins, by the published submittal deadline, the following information:

- Conditional Use/ Interim Use Permit application;
- Filing fee (at annual rate set by City Council);
- City of Jenkins Planning and Zoning Application Policies and Procedures - An executed agreement in which the applicant agrees to pay all costs of engineering, planning, inspection and legal expenses incurred by the City in reviewing the application;
- Written narrative that is legible and reproducible that fully explains the proposed business or use and the following **(be as specific as possible)**:
 - Reasons for the Conditional Use/Interim Use Permit;
 - The effect on the health, safety, morals and general welfare of the public;
 - The effect on the adjacent property owner's enjoyment and use of their land;
 - The effect on area property values;
 - The effect on traffic and local roads;
 - Effects on views, drainage, wastewater, nuisances, etc.;
 - Conformance with the Comprehensive Plan;
- Location map (8 ½"x 11" reproducible);
- Submit one (1) folded 24"x 36" copy, nine (9) 11" x 17" reductions, and a digital format (.jpg or .pdf) of the following:
 - Certificate of Survey of existing conditions prepared by a licensed Land Surveyor including the following information:
 - Survey shall include the subject properties;
 - The survey shall be drawn at a scale of not greater than 1"= 100';
 - Legal descriptions;
 - Property lines & dimensions;
 - Section or quarter section lines;
 - Existing structures;
 - Easements;
 - Existing utilities and primary and secondary septic systems;
 - Existing wells;

- Jurisdictional wetlands, water ways, drainage, lakes and flood plains;
- Public rights-of-ways or private road and private shared driveway easement arrangements, curb cuts, walkways, trails and recreation and open space and other public areas;
- Topography in two-foot contour intervals;
- Vegetation;

Additional Requirements for Commercial Applications, and as requested by the Zoning Administrator:

- Development Plans and Exhibits for the subject property and the adjacent properties within 200 feet of the subject property. The plans shall include the following:
 - The Site Development Plan shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer.
 - Lot dimensions, lot areas, yard dimensions, proposed land use, structures, parking, driveways, roads, loading areas, exterior storage areas, mechanical equipment, dumpster, proposed easements, etc.
 - Building elevations with exterior finishes
 - Preliminary building floor plan per level
 - Soil survey by a registered geotechnical engineer (if applicable)
 - Landscape plan including the size and quantity of trees, shrubs sidewalks, trails walks, fences, landscaping and walls, etc.
 - Sign plan with identification or advertising signs
 - Preliminary grading, drainage and erosion control plan prepared by a registered civil engineer, registered architect or landscape architect.
 - Preliminary Utility Plan with existing and proposed utilities, location of primary and secondary septic systems (complying with City Code) approved by the City Engineer.

Applications and submittals will be reviewed by staff who will notify the applicant in writing as to completeness of application and or the need for additional information or modifications within ten business days. Complete application items will be scheduled for Planning Commission review.