



SPECIAL REVIEW USE APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Executed Agreement to Pay form
- Authorized Representative Form if applicant is not the property-owner.
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Certification of Title and Title Report including Schedules A&B
- Affidavit of Property Owner's List
- Public Notices
- Certification of Title and Title Report including Schedules A&B
- Pre-Application Conference Summary
- Three (3) copies of 24" x 36" Plan Set, including:
 - Site Plan
 - Floor Plans (if applicable)
 - Elevations (if applicable)
- Written Statement describing the proposed request, including:
 - Response to mandatory review criteria in §7.16.100(e)
 - Mitigation of any anticipated adverse impacts
 - Consistency with Comprehensive Plan
- Additional materials deemed necessary by Staff to determine the impact of the proposed modification will have on the health, safety and welfare of the Town.

****All SRU approvals shall be valid for two (2) years unless otherwise stated in the approval.***