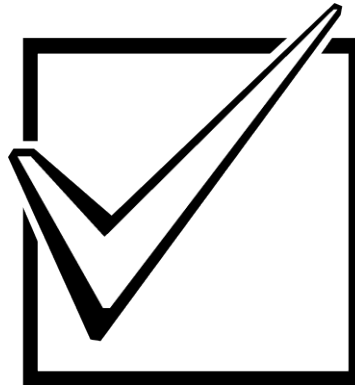


### **Purpose of Checklist**

This checklist will help to assure that your submitted application is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, submit the checklist with your submittal.

### **Purpose of a Conditional Use**

A Conditional Use which complies with the terms, conditions and requirements of the approved zone district must be submitted and approved prior to the implantation of any use on any site or sites within the project covered by the application.



# Conditional Use Submittal Checklist

## Conditional Use Plan Checklist

Please check off the following items to assure your application is complete. Sign and submit this checklist with your application.

### Electronic Documents required for submittal.

Provided

|  |   |
|--|---|
|  | Letter of intent requesting the conditional use and fully describing the intended use of the property. The letter must explain, justify and validate the request, stating all facts relied upon and providing documentation where possible. The letter must be signed by the property owner and applicant (if different from property owner), and a copy of the owner's deed must be included in the submittal. |
|  | The required application fee  |
|  | Drainage report, pursuant to the Stormwater Management Manual, except for re-use of existing buildings or temporary conditional uses.   |
|  | Traffic study, if required by the standards of Article 2, Land Use, the thresholds of <u>Section 12-10-202</u> , Traffic Studies, or by the City Engineer due to the particular circumstances of the site upon which the proposed use is to be located.   |
|  | Cost estimate of public improvements, if required, such as sidewalks, roadway and/or drainage improvements, etc.  |
|  | An appropriate number of 11 × 17 inch reductions of the required site plan.   |
|  | Letter from the appropriate water and sanitation district(s) and fire protection district, stating the availability to serve the proposal.  |
|  | Structures located on the south side of streets or highways may be required to provide additional building setbacks, depending on structure heights, to allow necessary snow and ice melt from adjacent streets and sidewalks.  |
|  | Additional information may be required by the Director as appropriate to the request, and information required above may be waived by the Director if it is deemed to be inappropriate to the request.  |
|  | Most Recent FDP or Site Plan  |
|  | Certificate of Taxes paid from Arapahoe County (requested directly from Arapahoe County)  |
|  | Title Commitment - dated within 90 days (including B-2 exceptions) with copies or links of recorded documents cited in the 'B-2 exceptions' from the Title Commitment   |
|  | Notarized Letter of Authorization from property owner(s)  |
|  | 24"x 36" Conditional Use Site Plan exhibit—see AutoCAD Template   |
|  | Additional information as determined by staff   |