



SPECIAL USE PERMIT APPLICATION CHECKLIST

Twenty hard copies and one electronic version of all of the following information shall be submitted with an application for approval of a Special Use Permit, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- A cover letter including a statement of the purpose of the application, a brief description of the proposal, and how the proposal meets any applicable criteria of Section 17.24.060 of the Georgetown Municipal Code.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- The names and addresses of any property owners within three hundred feet (300') of any portion of the property.
- Stamped envelopes with the names of property owners within three hundred feet (300) feet.
- A drawing showing the location of the following:
 - A vicinity map indicating the location and street address (if applicable) of the property.
 - A legal description of the property.
- All existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments. Note: Any new construction or alterations to existing structures will require a separate application for a Certificate of Appropriateness.
 - The direction of traffic flows and locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.
 - The location and number of parking spaces for off-street parking and loading areas.
 - The location of pedestrian walkways.
 - The location of service and refuse collection areas.
 - The area and location of open space and recreation areas.
 - The location and type of exterior outdoor lighting.
 - The location of existing and proposed fences.
 - The location of proposed landscaping improvements and other methods of visual screening. Indicate the method of landscape maintenance, and include a list of the type, size, and quantity of landscape plant materials.
 - Specifications and scale drawings showing the type, materials, design (including by illustration the color and materials), dimensions, structural supports, landscaping, lighting and electrical components of all proposed signs.

In addition to the information listed above, the Town Administrator may also require the following:

- A Final Drainage Study
 - A Final Utility Study
 - A Final Traffic Study
 - Such additional information as reasonably required by the Town Administrator.
- An application fee per the Fee Schedule.
 - A deposit to cover the reasonable anticipated costs for outside professional services.