



# SPECIFIC USE PERMIT SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

**Failure of applicant to provide required information constitutes grounds for refusal of application acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.**

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for development review and are generally what is needed to facilitate the review.

The City of The Colony may require additional information for the evaluation of a request for a specific use permit. The following applicable information must be submitted to the Development Services Department before a request for a specific use permit can be processed.

## Application Requirements:

- Completed Universal Application form. Signatures must be notarized.
- Appropriate fee as listed in the Development Services Fee Schedule.
- Fourteen (14) copies of the site plan and landscape plan. These copies should be 24" X 36" and individually folded with drawing side out. Fourteen (14) copies of 11" x 17" colored elevations.
- A letter of intent including:
  - Existing zoning and proposed use
  - Justification for the request.
- Site Plan
- Land use description

## Materials required with submittal:

- Site Plan showing the following:
  - Boundaries of the area covered by the site plan;
  - The location of each existing and proposed building and structure in the area covered by the site plan and the number of stories, height, roofline, gross floor area and location of building entrances and exits;
  - The location of existing drainageways and significant natural features;
  - The location and dimensions of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities and outside trash storage facilities;
  - The location, height and type of each wall, fence and all other types of screening; and
  - The location of all proposed signs.

The Development Review Committee, Planning and Zoning Commission and/or City Council may request additional information be included as part of the site plan or land use description.

**One (1) CD-ROM with all information included in the submittal in the PDF format:**