

EXHIBIT 2: CHECKLIST FOR SPECIAL USE AND PLANNED DEVELOPMENT PERMITS

- ☒ **PROJECT DESCRIPTION AND ZONING REQUEST. (PHSZD ZONING APPLICATION PACKET)**
- ☒ **PROPERTY OWNER'S AND AGENT INFORMATION:** List the Names, address and telephone number of the applicant and agent, if any. **(PHSZD ZONING APPLICATION PACKET)**
- ☐ **PROPERTY OWNER'S AGENT AUTHORIZATION FORM. Omit if there is no Agent. (PHSZD ZONING APPLICATION PACKET)**
N/A
- ☐ Original letter from owner, authorizing agent to request special use permit; Written response to why Special Use will conforming to existing Zone requirements
N/A
- ☒ **PHSZD ZONING APPLICATION** signed by applicant and/or agent.
- ☒ **SITE PLAN** prepared to acceptable standards (drawn to scale; includes "north" arrow; plan shows building location; delineates parking; indicates landscaping types & areas) and any other requirements as specified by a majority vote of the PHSZD Commission. **(EXHIBIT 1)**
- ☐ **Proof of neighborhood notification by certified mail**, a copy of the letter to the neighborhood association(s), and the form identifying the scope of the notification efforts to Neighborhood Associations, Home Owners Associations, property owners and renters. **(EXHIBIT 4)**
To Follow
- ☒ **SITE DESCRIPTION:** Property Street address, legal description & Uniform Property Code number(s). List all applicable UPC numbers. **(PHSZD ZONING APPLICATION PACKET)**
- ☒ **SHADED LOCATION MAP** – Zone Atlas page. Instructions for locating the Zone Atlas Map are included in the **INSTRUCTIONS FOR PHSZD ZONING APPLICATION** as part of the application packet.
- ☒ **CERTIFIED PROPERTY PLAT AND LEGAL DESCRIPTION:** Any application relating to platted land shall be accompanied by a plat delineating the area boundaries where amendment is requested. **(PHSZD ZONING APPLICATION PACKET)**
- ☒ **COPY OF SIGN POSTING INSTRUCTION SHEET** (signed by applicant). **(EXHIBIT 3)**

- ☒ **Fee** (Check, Credit Card, Money Order, No Cash)
- ☒ *Include this Checklist with your application submittal. EXHIBIT 2*
- ☒ **PROPERTY OWNER AND PHSZD COMMISSION CONFIRMATION (PHSZD ZONING APPLICATION PACKET)**