

APPENDIX G, ARTICLE III

Checklist

Application for Conditional Use Approval of a Home Office or an Apartment Within a Single Family Dwelling (See Section 21-12 for details)

Important: Each item must be marked Submitted, Not Applicable or Waiver Requested

No.	Item	Submitted	Not Applicable	Waiver Requested
1	A completed application form and checklist.			
2	A certificate from the tax collector indicating that taxes are paid.			
3	All required application and escrow deposit fees.			
4	Names and addresses of property owners within 200' of the subject property, as disclosed by current tax records and identified by block & lot numbers.			
5	A statement describing the use and confirming that all conditional use requirements shall be met.			
6	A site plan drawn to scale and showing:			
	a. Locations and dimensions of existing & proposed buildings.			
	b. Locations and dimensions of existing & proposed parking areas.			
	c. Locations and details of proposed landscaping, lighting and signs.			
	d. Existing & proposed vehicular and pedestrian circulation.			
	e. Location of existing structures and driveways on adjacent lots and lots across the street from the subject property.			
	f. If additional impervious surfaces are proposed, methods of stormwater management must be identified.			
7	Floor plans identifying the total floor area and the floor area to be occupied by the conditional use.			