



Development Services / maranaplanning@maranaaz.gov

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APPLICATION CHECKLIST

CONDITIONAL USE PERMIT

SUBMITTAL REQUIREMENTS

- Completed application
- Submittal fee ([see comprehensive fee schedule](#))
- Mailing address for all nearby property owners within 300' – include a map showing all properties
- Project narrative – include the following information
 - o Neighborhood impact
 - o Hours of operation
 - o Number of employees and shifts
 - o Times when operations or activities may vary
 - o Details of the operation's process and materials
 - o Type of traffic and volume generated
- Site Plan
 - o Scale and north arrow
 - o Property boundaries and dimensions
 - o Adjacent streets/right-of-way
 - o Existing and proposed structures with dimensions
 - o Existing and proposed land use
 - o Adjacent land use and structures with dimensions
 - o Existing and proposed utilities including septic and wells
 - o Easement
 - o Setbacks
 - o Parking and loading areas
 - o Driveways
 - o Walls and Fences

Note: Additional information may be requested based on the complexity and impact of the proposed project

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____

Revision Date 11/06/2018