



## CONDITIONAL USE PERMIT CHECKLIST

The following items are required for a Conditional Use Permit. Conditional Use Permit applications are heard at Public Hearings by the La Paz County Planning & Zoning Commission, and then the Board of Supervisors for review and approval. Conditional Use Permits may only be approved under certain conditions, in specific locations, and with enforceable agreements in place. Approval does not exempt the applicant. Please note that filing this application does not guarantee approval. There are no refunds on the fee(s) should your request be denied.

**COMPLETED application.**

APN(s) can be found online at <http://publicrecords.lapazassessor.com/assessor/taxweb/search.jsp>

**Vicinity map.**

**Narrative explaining the conditional use and conditions that warrant the permit.**

**Site Plan-**

- Title Block including project name or identifier (Plat, PDR, etc.).
- Scale (draw to scale) (must meet Engineer' scale: 1:50, etc.).
- North indicator.
- Location map showing relationship to major arterials and highways.
- Full legal description.
- Site Plan Data Table ( if applicable).
- Current use of property and intensity.
- Land Use designation. -Zoning designation.
- Water/wastewater service provider.
- Site area (sq. ft., net and gross acres).
- Building footprint coverage.
- Residential development: number of dwelling units, type, floor area(s).
- Site density (gross and net).
- Nonresidential residential development: uses, gross floor area.
- Parking data: parking required (#), parking provided (#), loading zones, ADA spaces.
- Building height.
- Structure length.
- Number of stories.
- Setback table (required vs. provided).
- Vehicular use area (sq. ft. & % of site).
- Open space (sq. ft. & % of site).
- Landscape area (sq. ft. & % of site).

**Site Plan Features (graphically indicated, as applicable):**

- Dimensions of lot(s).
- Municipal Boundaries (as applicable).
- Zoning designation of adjacent property(s) with current use listed.
- Adjacent Right of Way(s) to opposite property lines (indicate all nearby curb cuts).
- Waterway width (Floodplain/Floodway).
- Outline of adjacent buildings (indicating height in stories and approximate feet).
- Dimension for all site plan features (i.e., sidewalks, building length(s) and width(s), balcony(s), parking spaces, street widths, etc.).
- Mechanical equipment setbacks from property lines.
- Setbacks and building separations (dimensioned).
- Driveways, parking areas, pavement markings, (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable).
- On-site outdoor light fixtures..