



Included?			Item	Comments
Yes	No	Insufficient		
<b>Section 1: Application (Sec. 56-542)</b>				
			1. Pre-submittal conference for the conditional use has occurred, in order to outline the application and review process.	
			2. Application form has been filled out and submitted, stating conditional use request.	
			3. Proof of ownership of the property. Can be via deed, title commitment letter, or other legal instrument showing ownership. NOTE: All liens and taxes owed on this property must be paid in order for the City to process the application.	
			4. Letter of authorization from the property owner permitting a representative (applicant) to submit the application, if the applicant is <u>not</u> the property owner.	
			5. Include a <b>written statement (narrative)</b> describing the precise nature of the requested conditional use and the associated operating characteristics of the proposed use. Statement must address the <b>Conditional Use Review Criteria , as listed below in Section 2.</b>	
			6. <a href="https://permits.sheridangov.org/PlanReview">Submit copy of site plan via https://permits.sheridangov.org/PlanReview</a> , which must include the information listed below in Section 3.	
			7. <a href="#">A list of names and current addresses of the owners of all real properties within 300' of the exterior boundaries of the conditional use property, as shown by the records of the Arapahoe County Assessor's Office.</a>	
			8. Application filing fee has been paid (per current fee schedule).	
			9. Cost Sharing Agreement has been filled out, signed and submitted.	
			10. <a href="https://permits.sheridangov.org/PlanReview">Any additional material(s) requested by the City must be provided. Any relevant information the applicant wishes to submit may be submitted via https://permits.sheridangov.org/PlanReview.</a>	



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<b>Section 2: Conditional Use Review Criteria, to include in the Written Description (Sec. 56-545)</b>				
			<b>The written description (narrative) of a conditional use must demonstrate the following:</b>	
			a. Compatibility with the surrounding area;	
			b. Harmony with the character of the neighborhood;	
			c. Whether there exists a need for the proposed conditional use;	
			d. The effect of the proposed conditional use upon future land uses (on and surrounding the site) or its effect on the development of the immediate area;	
			e. Whether the exception from the standard code requirements or limitation is warranted by virtue of design and amenities incorporated into the development proposal (i.e. will the conditional use request propose certain site design features or other amenities to make the property suit the conditional use, or is the site already designed in such a way as to suit the conditional use);	
			f. Whether the existing and proposed streets are suitable and adequate to carry the anticipated traffic within the development proposal area and its surrounding vicinity;	
			g. Whether the proposal will result in an over intensive use of land (i.e. will the conditional use overwhelm the size or limitations of the site in any way) or will it deplete any natural resources (on the site in the site's vicinity);	
			h. Whether the proposal will require a level of community resources greater than that which is available;	
			i. Whether the proposal will cause significant air, odor, water, light, or noise pollution;	
			j. Whether the proposed conditional use will conform with the city's comprehensive plan, or will it further the goals, policies, and strategies set forth in the city's comprehensive plan.	



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<b>Section 2: Site or Sketch Plan Requirements (Sec. 56-542.4)</b>				
			<b>Site Plan or Sketch Plan must be <u>drawn to scale</u> and must indicate the following:</b>	
			a. Topography;	
			b. Building locations;	
			c. Required building setback lines with setbacks listed (per staff);	
			c. Parking provided on-site and parking available off-site and/or along the street;	
			d. Traffic circulation (including driveways, parking areas, and sidewalks);	
			e. Landscape areas (including fences, walls, decks, and patio areas);	
			f. Utilities;	
			g. Drainage features, if any;	
			h. Additional information, if required by the city.	