



**PLANNING**  
Development Services Department

Date Stamp

**APPLICATION SUBMITTAL CHECKLIST for  
Conditional Use Permit**

**Case Number: CUP**

*I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.*

**Required**

Yes No

- 1.   Completed Master Application
- 2.   Service Request (SR) Number: SR
- 3.   Applicant's Signature on Master Application
- 4.   Citizen Participation Plan (2 copies)
- 5.   Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels)
- 6.   Copy of Deed/Title (including Legal Description)
- 7.   Project Narrative (16 copies)
- 8.   Floor Plan (4 copies)\*
- 9.   Site Plan, size 24" x 36", to scale (16 copies)\*
- 10.   Building Elevations, size 24" x 36, drawn to 1/4" equals one foot or similar scale (4 copies)\*
- 11.    Convenience Use  All Others

Filing Fee: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ (team preapp) = \$ \_\_\_\_\_

**\* FOLD ALL PLANS MARKED WITH AN \* TO 9" X 12"**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

If you have questions regarding the items on this checklist, contact your project planner.

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

Revised: 08/12/15