



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

## **SERVICE REQUEST**

**PLEASE DO NOT SKIP** this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



# PLANNING APPLICATION

Development Services Department

DATE RECEIVED

**CONDITIONAL USE PERMIT CHECKLIST** SR# \_\_\_\_\_

**PROJECT:** \_\_\_\_\_ CUP# \_\_\_\_\_

*Applicant acknowledges that the City of Glendale requires the following items be submitted before the application can be processed; and that Planning will not accept the submittal unless all of the following items are included:*

Applicant Name (Printed) \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Applicant Email \_\_\_\_\_ Date \_\_\_\_\_

**PROVIDE THE FOLLOWING:**

- 1. **ONE (1) THUMB DRIVE WITH .PDF FILE** OF ITEMS BELOW (20 MEGS MAX.)
- 2. **ONE (1) HARD COPY OF EACH ITEM MARKED WITH "X" (FOLD TO 9X12 MAX.):**

1.	<input checked="" type="checkbox"/>	Completed Master Application; and CUP Checklist
2.	<input checked="" type="checkbox"/>	Detailed Project Narrative which also addresses recent review comments
3.	<input checked="" type="checkbox"/>	Citizen Partic Plan, Letter, Notification Area Map and Notification Lists
4.	<input checked="" type="checkbox"/>	Traffic Study
5.	<input checked="" type="checkbox"/>	Copy of Deed (with Legal Description
6.	<input checked="" type="checkbox"/>	Current Parcel Map with the Subject Property Highlighted
7.	<input checked="" type="checkbox"/>	Current Aerial Photograph with the Subject Property Highlighted
8.	<input checked="" type="checkbox"/>	Site Plan/Plat, 11X17 minimum
9.	<input checked="" type="checkbox"/>	Conceptual Elevations, 11x17 minimum
10.	<input checked="" type="checkbox"/>	Conceptual Landscape Plans, size 24" x 36"

3. **FILING FEE:** \$ \_\_\_\_\_ – \$XXX.XX (preapp) = \$ \_\_\_\_\_

- STANDARD CUP
- UNAUTHORIZED CONSTRUCTION
- CONVENIENCE USE
- APPEAL TO CITY COUNCIL

**Planner:** \_\_\_\_\_ **Phone:** 623-930- \_\_\_\_\_ **Email:** \_\_\_\_\_ @glendaleaz.com

**Background/Status:** \_\_\_\_\_

**Date Routed:** \_\_\_\_\_ **Email comments to Planner by:** \_\_\_\_\_