



## CONDITIONAL USE PERMIT CHECKLIST

**An application for a Conditional Use Permit shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:**

The land use application form.

The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.

Name and address of the owner and/or applicant and a statement that the applicant, if not the owner, has the permission of the owner to make application and act as agent for the owner.

A description of the precise nature of the proposed use and its operating characteristics, and other measures proposed to make the use compatible with other properties in the vicinity.

A site plan showing proposed development of the site, including topography, building sizes, dimensions and locations, parking, traffic circulation, open space, landscaped area and utilities and drainage features.

Landscape and impact buffering plans.

Descriptions of impact mitigation methods

Complete engineering plan of all utilities and accesses. Refer to Chapter 14 of this Code.

A development schedule.

The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.

The names and addresses of any property owners within two (200) hundred feet of any portion of the property.

Any other special reports and/or information deemed necessary by the Town.

Copies of the submittal materials in a format and quantity as specified by Town Staff.

Town of Fraser

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