Special Review and Approval Checklist

Applicant: __________________________________________
Parcel #: __________________________________________
Agent: ____________________________________________

Check one:  _______ Conditional Use Permit
            _______ Variance

Please note that you must submit ten (10) complete copies of your application package at the time of submission.

______  1. Application

______  2. Letter of Intent
    a. Explanation of the nature of the proposed project;
    b. Explanation of the economic, noise, glare, or odor effects that your project may have on adjoining properties; and
    c. Explanation as to how and why the proposed project is compatible with surrounding land uses.

______  3. Property Ownership
    a. Proof of ownership (warranty deed or a real estate contract)
    b. If not the property owner, written and notarized permission from the property owner.

______  4. Sketch Plan
    a. Identify accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, and emergency access in case of fire, flood, or catastrophe.
    b. Identify off street parking and loading areas where required, with particular attention to refuse, and service areas.
    c. Identify water and liquid waste facilities, with reference to soil limitations, locations, and public health. Also indicate the size of the septic system.

Date and time of next Planning & Zoning Board Meeting: ________________________________________

Deadline for complete package submission for meeting: ________________________________________

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<tr>
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<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>1.</td>
<td>Filing Fee Received</td>
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<tr>
<td>2.</td>
<td>Surrounded land owners notified</td>
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<tr>
<td>3.</td>
<td>Sign(s) posted</td>
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