



**SPECIAL USE PERMIT APPLICATION**

Application Fee: \$200.00 Zoning District: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Physical Address of the subject property: \_\_\_\_\_  
City State Zip

Described intended Use of subject property: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) – Please print

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Property Owner(s) – Please print

\_\_\_\_\_  
Property Owner(s) Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

The following documents must be submitted with the Special Use Application:

- \_\_\_\_ Proof of Ownership (warranty deed, quit-claim deed, etc.)
  
- \_\_\_\_ List of names and mailing address of property owners within a three-hundred foot (300') radius of the boundaries of the subject property (may be obtained from Delaware County Assessor's office)
  
- \_\_\_\_ Eight (8) copies of a Special Use Permit Plan drawn to an appropriate scale and containing the following:
  - ✓ Dimensions of the subject property, including easements and rights-of-ways, and location with respect to streets and adjacent properties;
  - ✓ Dimensions of buildings and located with respect to property boundaries;
  - ✓ Location and type of existing and proposed outdoor features such as signs, fences, pools, hot tubs, fences, landscaping or outdoor light fixtures;
  - ✓ Location of off-street parking, loading spaces and access drives;
  - ✓ Number of residential dwelling units;
  - ✓ Any other physical features or characteristics which may be unique to the subject property or particular use proposed;
  - ✓ Existing use of abutting/adjoining properties;
  - ✓ Existing Zoning of the subject property and the abutting/adjoining properties;
  - ✓ Location of existing and proposed public utilities;
  - ✓ Location of existing easements;
  - ✓ Building elevation drawings and construction materials when abutting a residential district.