



Planning Division

 CONDITIONAL USE PERMIT MODIFICATION
 Checklist

Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed request	Narrative
Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a mete and bounds legal description of the property if not in a subdivision)	Legal Description
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
Approved site plan that is proposed to be modified	CUP Approved Site Plan
Scaled site plan showing proposed modification(s)	Proposed Site Plan
For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:	
Submit a PDF version of conceptual engineering plans, including pipe sizes and profiles	*Public Utility Plan
AutoCad version of the conceptual engineering plans in a format that complies with the specifications for project Drawings found here	*Autocad file

***Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.**