

Randolph Township Zoning Department

Conditional Use Permit Application Checklist

All applicable items must be submitted.

Incomplete applications or applications submitted without the required fee will not be processed.

- Completed application form and fee.
- A statement supported by substantiating evidence regarding the requirements enumerated in Section 600, General Standards for Conditional Uses.
- A list of property owners adjoining and within 500 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list or Treasurer's mailing list.
- Name and address of person and/or firm that prepared the plan(s) for the application.
- Proposed density of units (for residential development).
- A schedule for development of the site and buildings. Where the development is proposed in phases, the last phase must be completed within 5 years of issuance of the Conditional Zoning Certificate. Any development not completed within 5 years shall be subject to resubmission and to the Conditional Certificate review process.
- Any proposed deed restrictions, protective covenants, and other legal instruments or devices to be used to control the use, development, and maintenance of the land, and the improvements thereon.
- One (1) copy of current tax map(s) for the subject property and surrounding area.
- Project cost estimate.
- Zoning district.
- Description of existing and proposed use(s).
- Any other information required by the Board of Zoning Appeals to determine full compliance with the zoning regulations in this Resolution.
- Four (4) copies of architectural plans for the development or modifications to existing structures on the site, showing exterior elevations, and building floor plans.
- Four (4) copies of the site plan which shall be drawn at a scale of not less than 1"=100 feet for the development showing the following items:
 1. General vicinity map at a scale of 1"=1,000 feet or 1"=2,000 feet and it shall show proposed development in relation to existing streets, subdivisions, landmarks, and community facilities.
 2. Property boundary lines.
 3. Elevation contours at 2 feet intervals.
 4. Traffic and circulation plans.
 5. Adjacent streets and roads, widths of right of ways.
 6. Parking and loading plan including dimensions, locations, and numbers of all parking and loading spaces.
 7. Landscaping plan, including parking lot landscaping.
 8. Grading and erosion/sediment control, surface drainage/storm water management.
 9. Proposed signage locations, height, dimensions, and materials, including signs proposed to be painted on structures.

10. All existing structures and uses.
11. Utilities plan and location of existing utilities and easements.
12. Existing wetlands, ponds, streams, springs, lakes, and the location and direction of all watercourses, existing drainage channels, and structures.
13. Location of all areas subject to flooding or storm water overflow.
14. Wooded areas, areas in agriculture, and any other special natural features other than in item 1.
15. Location of any fences, screens, walls or other landscaping features and the design and materials to be used.
16. Open spaces proposed, clearly delineated.
17. Location, type, and screening details for all waste disposal containers shall be shown.
18. Location of all existing and proposed public and private sidewalks, driveways, and paths.

- All plans required for a conditionally permitted use Zoning Certificate shall be prepared by a professional engineer, architect or surveyor, and shall have their respective seal on the plans.

This checklist is intended to be a tool to help applicants when submitting Zoning applications. The Randolph Township Zoning Inspector reserves the right to request information that may not be specifically stated on this checklist, as described in the Randolph Township Zoning Resolution.