



**PLANNING DEPARTMENT**  
Community Development Group

Date Stamp

**APPLICATION SUBMITTAL CHECKLIST for  
Conditional Use Permit**

**Case Number:** \_\_\_\_\_

*I acknowledge that the following items required for processing of my application are included as part of the submittal package for this application submitted to the City of Glendale Planning Department. I understand that the application will not be accepted unless all of the following items are included.*

- | <b>Required</b> |                          |  |
|-----------------|--------------------------|--|
| Yes             | No                       |  |
| 1.              | <input type="checkbox"/> | <input type="checkbox"/> Completed Master Application  |
| 2.              | <input type="checkbox"/> | <input type="checkbox"/> Service Request (SR) Number: _____ <b>SR</b>  |
| 3.              | <input type="checkbox"/> | <input type="checkbox"/> Applicant's Signature on Master Application   |
| 4.              | <input type="checkbox"/> | <input type="checkbox"/> Citizen Participation Plan (2 copies)   |
| 5.              | <input type="checkbox"/> | <input type="checkbox"/> Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels) |
| 6.              | <input type="checkbox"/> | <input type="checkbox"/> Copy of Deed/Title (including Legal Description)  |
| 7.              | <input type="checkbox"/> | <input type="checkbox"/> Project Narrative (16 copies)   |
| 8.              | <input type="checkbox"/> | <input type="checkbox"/> Floor Plan (4 copies)*  |
| 9.              | <input type="checkbox"/> | <input type="checkbox"/> Site Plan, size 24" x 36", to scale (16 copies)*  |
| 10.             | <input type="checkbox"/> | <input type="checkbox"/> Building Elevations, size 24" x 36, drawn to 1/4" equals one foot or similar scale (4 copies)*  |
| 11.             | <input type="checkbox"/> | <input type="checkbox"/> Convenience Use <input type="checkbox"/> All Others<br>Filing Fee: \$_____ - \$_____ (team preapp) = \$_____  |
| 12.             | <input type="checkbox"/> | <input type="checkbox"/> <b>FOLD ALL PLANS MARKED WITH AN * TO 9" X 12"</b>  |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

If you have questions regarding the items on this checklist, contact your project planner.

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

Revised: 08-12-08