

# Special Permit Application Procedure

At the time of filing, the applicant shall submit:

1. Application - One **typed** application form signed by **all** owners of record. Start by submitting a [Pre-Application Online Form](#).

2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the proposal complies with the Zoning Ordinance. The statement must be **signed** by the applicant or the designated correspondent.

**Required findings in the U-L-I Zone:**

- In order for the Planning Board to grant a special permit in the U-L-I Zone, it shall find that the site plan generally conforms with the U-L-I Zone design guidelines and with the design guidelines set forth in an approved master plan.

**Required findings for the M-U-TC Zone:**

- In order for the Planning Board to grant a special permit in the M-U-TC Zone, it shall find that the site plan is in conformance with the approved Town Center Development Plan and the guidelines therein and any specific criteria set forth for the particular use.

3. Map Or Plat - One copy of an accurate plat prepared, signed and sealed by a **registered engineer or land surveyor**, with the subject property outlined in red.

4. Site Plan - One copy of a site plan (drawn to scale) showing **all** existing and proposed improvements and uses with the subject property outlined in red. The site plan shall be in sufficient detail so that a determination can be made that the proposal complies with the Zoning Ordinance.

5. Landscape Plan - One copy of a detailed landscape plan with the subject property outlined in red. **Landscape plans need not be separately prepared drawings, but may be superimposed on the site plan.**

6. Zoning Sketch Map - One copy of a zoning sketch map with the property outlined in red.

7. Documentation on Previous Approvals for the Site

8. State Ethic Commission Affidavit(s)

***\*Note: No check for application fees should be submitted until it has been requested.***

**PRE-REVIEW APPLICATIONS SHALL BE SUBMITTED VIA [PRE-APPLICATION ONLINE FORM](#).**

**ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED USING THE [NAMING CONVENTION](#).**

Applications should be submitted to the Development Review Division via email to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org). If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.

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