



Conditional Use Permit Checklist

*(P) = Contact the Planning Division with any questions regarding this item.
(E) = Contact the Engineering Division with any questions regarding this item.*

Submitted	Requirement
1.	<input type="checkbox"/> Application Form <i>(P)</i>
2.	<input type="checkbox"/> Narrative <i>(P/E)</i> A detailed description of the proposed development and findings for all applicable approval criteria. Minimum criteria include LDC 16.67 and any other applicable chapters.
3.	<input type="checkbox"/> Traffic Impact Study <i>(E)</i>
4.	<input type="checkbox"/> Site and Landscaping Plan <i>(P)</i>
5.	<input type="checkbox"/> Pre-Application Conference Notes from Planning and Engineering Divisions <i>(P/E)</i>
6.	<input type="checkbox"/> A Current Preliminary Title Report or Trio for the Subject Site <i>(P)</i>
7.	<input type="checkbox"/> Mailing Labels for Owners within 300 Feet of the Subject Site <i>(P)</i> The names and addresses of property owners within 300 feet of the site from a title company or from the Clackamas County Tax Assessor.
8.	<input type="checkbox"/> Electronic Version of All Application Materials <i>(P)</i>
9.	<input type="checkbox"/> All Required Application Fees <i>(P)</i>
10.	<input type="checkbox"/> Additional Information or Reports <i>(P/E)</i> If Required in Pre-Application Conference.

Incomplete applications will not be processed.