

## HEARING BOARDS

### MAJOR USE SPECIAL PERMIT APPLICATION CHECKLIST

Reviewer Name	Review Date
Applicant Name and Contact Info	Location/Project Name
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All property addresses listed
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One original survey dated within six months
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Two (2) 11x17" and one (1) 8½x11" copies of the survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One original plan signed by all departments (HB, PW, Z & P)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Two (2) 11x17" and one (1) 8½x11" copies of the original plan
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Current Zoning Referral
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Zoning Write-up
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Code Enforcement violation(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Proof of Lobbyist Registration
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Current Photos
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Recorded Warranty Deed/Tax Records
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	"Exhibit A" to match with legal description from the survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Affidavit of Authority to Act
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure of Ownership of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure of Agreement to Support or Withhold Objection
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Public School Concurrency form
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certified list of adjacent owners within 500 feet
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certificate from Tallahassee of all owners dated within 1 year
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Corporate Resolution or Power of Attorney of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Non-profits: List of Board of Directors of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure of Ownership of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certificate from Tallahassee of all contract purchasers dated within 1 year
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Corporate Reso or Power of Attorney of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Non-profits: List of Board of Directors of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All questions answered
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Traffic Sufficiency Letter
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Current Land Use Map
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Current Zoning Atlas
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General location map
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Concept Plan
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Development Impact Study
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Original MUSP binder containing all information above
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20 or 30 copies of MUSP binders for board members
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CD of PDF files all documents in the binder
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Paid receipt

\*If pertinent information above is missing, all documents must be returned to the applicant.

\*If all pertinent information is presented, date stamp and initial the application.