

CITY OF PRINCETON SPECIFIC USE PERMIT CHECK LIST

**PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH
SUBMITTAL**

- Application: Signed and Notarized Application
- Written Verification: Authorizing an agent or property owner to apply for permit
- Proof of Property Ownership
- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit a hard copy (8 1/2" x 11") of the legal description, titled as "Exhibit A: for Z#___", sealed by a surveyor and a computer disk containing the legal description formatted for Microsoft Word.
- The application for a Specific Use Permit (SUP) shall be accompanied by a site plan drawn to scale and showing the general arrangements of the project, together with essential requirements such as off-street parking facilities; size, height, construction materials and location of building; the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; visual screening such as walls, landscaping, and fences; and the relationship of the intended use to all existing properties and land uses in all directions to minimum distance of two hundred (200) feet.
- List type of use (business), hours of business, maximum occupants, etc.

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

Email _____