



COMMERCIAL USE CHECKLIST

- Complete and turn in Business License Application, Parking Layout, and Site Plan to the City Planner.

- The following items should be included in the site/plot plan
 - Building outline and its dimensions
 - Parking Layout (9ft x 19ft)
 - Lot Lines and their dimensions
 - Street Accesses

- If your business is in the Historic Gateway Zone and you are remodeling or building then you need to schedule a meeting with the Architectural Review Committee and submit
 - 6 copies of the building elevations
 - 6 copies of the building rendering
 - Type of material to be used
 - Site Plan

- Have the Fire Chief and the Building Inspector sign off on your business license.

- Schedule a meeting with the Design Review Committee (DRC)

- Have your site plan be put on the Planning Commission's Agenda
If the site plan is approved then the plan will be sent to the City Council, if not then the site plan needs to be resubmitted with the required changes.

- Have your site plan be put on the City Council's Agenda.
If your site plan is approved then you can continue through the building permit process after you have received Certificate of Appropriateness from the Architectural Review Committee. If your site plan was not approved then you need to resubmit the site plan.

