

ZONING

98 Attachment 11

Procedural Checklist for Temporary Use Review and Approval

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR:
TEMPORARY USE REVIEW AND APPROVAL (Requirements per Section 98-906)

This form should be used by the Applicant as a guide to submitting a complete application for a temporary use and by the City to process said application. Part II should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I.RECORDATION OF ADMINISTRATIVE PROCEDURES

- Pre-submittal staff meeting scheduled, as needed:
Date of Meeting: Time of Meeting: Date: by:
Follow-up pre-submittal staff meeting scheduled, as needed:
Date of Meeting: Time of Meeting: Date: by:
Application form filed with Zoning Administrator: Date: by:
Application fee of \$ received by Zoning Administrator: Date: by:
Reimbursement of professional consultant costs agreement executed:Date: by:

II.APPLICATION SUBMITTAL PACKET REQUIREMENTS

The Applicant shall submit an application packet for staff review which includes the following information:

Application Packet (1 Copy and 1 Digital Copy to Zoning Administrator) Date: by:

- (a) A map of the subject property:
Showing all lands for which the temporary use is proposed;
Map and all its parts are clearly reproducible with a photocopier;
Map scale not less than one inch equals 800 feet;
All lot dimensions of the subject property provided;
Graphic scale and north arrow provided.
(b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole;
(c) A written description of the proposed temporary use:
Describing the type of activities, buildings and structures proposed for the subject property and their general locations;
(d) A site plan of the subject property as proposed for development conforming to all requirements of Section 98-908(3). (See "Site Plan Approval" checklist)

III.FINAL APPLICATION PACKET INFORMATION

Certification of complete Application by Zoning Administrator: Date: by: