



City of Oak Creek Plan Commission Project Narrative Descriptions Checklist

1. Certified Survey Map
 - a. Describe land reconfiguration (including existing acreage vs. new acreage) and why it is necessary.
 - b. Describe ownership situation (multiple owners? one owner?)

2. Comprehensive Plan Amendment
 - a. Describe current Comp Plan land use category designation for each parcel vs. proposed land use category. Why is the amendment needed? What's the intended future use? What is the current zoning? What
 - b. What are the surrounding land use categories and compatibility of the proposed land use category amendment with the neighboring land?
 - c. Describe the conceptual plan that is triggering the request.

3. Conditional Use Permit (CUP)
 - a. What type of CUP are you requesting approval of/what's being requested/what's the need for the CUP? Pay attention to the "Additional Reference" column as well, and speak to that applicable "Additional Reference" in your narrative.
 - b. How would you describe your business to someone who had never heard of your business before? What type of product do you make/ produce/sell? What type of service do you provide?
 - c. Hours of operation, every day of the week.
 - d. Estimated number of employees.
 - e. Estimated number of customers (if applicable). What the peak/max?
 - f. Estimated number of truck traffic (if applicable).
 - g. What experience does the applicant have in the proposed business type? What skills will make the applicant successful?
 - h. Will you own or rent the location of the business? If renting, how long term is the lease? Is it a conditional offer?
 - i. What is the current/proposed square footage of the business? If it's a tenant in a multi-tenant building, what the total square footage of each of the other businesses/space in the building? Floor plan of entire building needed with your space highlighted.
 - j. Number of parking spaces required vs. provided for entire site and all users of site. Refer to Sec. 17.0501 of the Municipal Code for further details.
 - k. See Sec. 17.0804(e) for additional requirements.

4. Official Map Amendment
 - a. Describe the conceptual plan that is triggering the request.
 - b. Describe why the currently-proposed street pattern does not meet the needs of the proposal, and what is being proposed to amend.

- c. See Sec. 17.0804(f) for additional requirements.
5. Planned Sign Program
- a. Description of the multi-tenant building situation (i.e. more than 2 tenants).
 - b. Describe if there is existing signage (i.e. location, size, number).
 - c. Describe the intent of the planned sign program, as to set forth a theme as to the placement, lettering style, color, materials, mounting method and other related design considerations of signs.
6. Planned Unit Development
- a. Describe the project in general.
 - b. Describe what sections of the Code cannot be met, and why. Describe the flexibility that is being requested.
 - c. Describe what the alternative verbiage would be for that section of the Code (i.e. how you would need that section of the Code to be re-worded in order to meet the new flexibility being requested).
 - d. See Sec. 17.0700 (Article VII) for additional requirements.
7. Preliminary Plat
- a. Describe current use of land.
 - b. Describe ownership situation. If applicant is not current owner, current owner must be a co-applicant on Plan Commission Application, and current owner must submit a letter of support for the request.
 - c. Describe the proposed subdivision, the number of lots and outlots proposed, current zoning, lot dimensions and how they meet the Code. What is the purpose of the outlot (if applicable)?
8. Rezone
- a. Describe current zoning situation for each parcel vs. proposed zoning. Why is the rezone needed? What's the intended future use?
 - b. Describe ownership situation. If applicant is not current owner, current owner must be a co-applicant on Plan Commission Application, and current owner must submit a letter of support for the request.
 - c. Describe if rezone request meets Comprehensive Land Use map/category.
 - d. Describe whether the proposed amendment is consistent with the policy and intent of the Comprehensive Plan.
 - e. What's the surrounding zoning and compatibility of the proposed zoning with the neighboring land?
 - f. Describe the conceptual plan that is triggering the request.
 - g. See Sec. 17.0804(f) for additional requirements.
9. Signage Appeal

- a. Describe why Sec. 17.0600 (Article VI) does not meet the needs of the business, describe the variance that is being requested.
- b. Describe Code signage size/location regulations vs. what's being proposed.
- c. What special conditions exist which will cause practical difficulty or unnecessary hardship if the variance requested is not granted?

10. Site/Landscaping/Architectural Plan Review

- a. Describe your project/what are you building/constructing and why? Explain what you're building to someone who knows nothing about the project.
- b. How would you describe your business to someone who had never heard of your business before? What type of product do you make/ produce/sell? What type of service do you provide?
- c. Describe architecture/landscaping/parking lot modifications.
- d. Number of parking spaces required vs. provided for entire site and all users of site. Refer to Sec. 17.0501 of the Municipal Code for further details.
- e. What is the current/proposed square footage of the business? If it's a tenant in a multi-tenant building, what the total square footage of each of the other businesses/space in the building? Floor plan of entire building needed with your space highlighted.
- f. See Sec. 17.0804(g) for additional requirements.

11. Temporary Use

- a. How would you describe your business to someone who had never heard of your business before? What type of product do you make/produce/sell? What type of service do you provide?
- b. Duration of temporary use request.
- c. Hours of operation, every day of the week for the term of the temporary use.
- d. Operational plans (i.e. bathroom, garbage, parking, etc.)
- e. See Sec. 17.0804(c) for additional requirements.