



**TOWN OF ELIZABETH
USE BY SPECIAL REVIEW SUBMITTAL CHECK-LIST**

- Completed Land Use Application
- Appropriate Land Use Fees
- A written narrative outlining proposal, including the following information:
 1. The applicant's name.
 2. Description of the general proposal.
 3. Present zoning and land use on and surrounding the site.
 4. General development schedule and phasing plan when the project is not constructed at one (1) time.
 5. Statement of consistency with the Town Master Plan.
 6. Description of water and sewer systems proposed to serve the site.
- An alphabetical list of all property owners within five hundred (500) feet of the affected property (emailed to Community Development Director).
- A copy of the warranty deed and title commitment within 30 days of submittal
- Twenty-five (25) copies of the zoning map exhibit, including a written legal description, (folded to 9" x 12") and area to be rezoned and prepared in accordance with the Section. Additional copies may be requested for referral.
- A disclosure letter if the applicant is different from the landowner.

***Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.