



INTERPRETATION OF THE DEVELOPMENT CODE SUBMITTAL CHECKLIST

Section 18-43

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Application Form** – must be signed by the property owner or be accompanied by an authorization letter
2. **Application Fee** - refer to the application form
3. **Letter of Intent** – narrative describing the Interpretation request in detail, including responses to the following review criteria in accordance with either Section 18-43(c)(1) for Text Provisions or Section 18-43(c)(2) for Unspecified Uses:

For **Text Provisions**, interpretations shall consider:

- a. The clear and plain meaning of the provision's wording, as defined by the meaning and significance given to specific terms used in the provision as established in the applicable article, Article XIII, and by the common and accepted usage of the term;
- b. The intended purpose of the provision, as indicated by purpose statements, its context and consistency with surrounding and related provisions, and any legislative history to its adoption;
- c. The general purposes served by this chapter, as set forth in Article I; and
- d. Consistency with the Comprehensive Plan and other adopted plans and policies relevant to the case.

For **Unspecified Uses**, interpretations shall consider:

- a. Actual or projected characteristics of each activity likely to occur at the unlisted use;
- b. The number and density of employees and customers per unit area of site in relation to business hours and employment shifts;
- c. Vehicles used and their parking requirements, including the ratio of the number of spaces required per unit area or activity;
- d. Transportation demands, including the volume and frequency of trips generated to and from the site, the split of traffic volume among various means of transportation, and other characteristics of trips and traffic;
- e. The nature and location of storage and outdoor display of merchandise, whether enclosed, open, inside or outside the principal building, and the predominant types of items stored;
- f. The amount and nature of any nuisances generated on the premises, including but not limited to noise, smoke, odor, glare, vibration, radiation, and fumes;
- g. Any special public utility requirements for serving the proposed use type, including but not limited to water supply, wastewater output, pre-treatment of wastes and emissions required

or recommended, and any significant power structures and communications towers or facilities; or

- h. The impact on adjacent lands created by the proposed use type.

This is a general list of requirements. Some projects may require more or less information.