

FENCE, MECHANICAL, AND SIGN PERMIT APPLICATION CHECKLIST



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1. **Signed Land Use Application Form**
 2. **Narrative**
A complete and detailed narrative description of the proposed development and the existing site conditions, existing buildings, public facilities and services, presence of natural features, a discussion of the approval criteria for all permits required and how the criteria are or can be met, and any other information indicated by staff at the pre-application conference.
 3. **Code Criteria**
A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in the underlying zoning district, sign code and any other applicable section of the Banks Municipal Code.
 4. **Site Plan Drawings**
A scale-drawing of the property, displaying the dimensions and arrangements of the existing and proposed uses.
 5. **Architectural Drawings**
Include building elevations and envelopes if architectural work is proposed.
 6. **Additional Information or Reports (If Required)**
 7. **All Required Application Fees**