



CHANGE OF USE SUBMITTAL CHECKLIST

A change of use, per [LSMC 14.16C.030](#) shall be applied for whenever a substantial change in use of property occurs whenever a new use or activity conducted on a lot creates a more intensive impact to the site in question, or to the infrastructure of the city than the previous use, as determined by the Planning Director, per LSMC 14.16C.030(e)(1-4). A change of use application is processed as a [Type I permit](#). The proposed use shall be consistent with the city's zoning. It will be processed concurrently with any other application (typically a building permit) for development of the same site, unless the applicant requests otherwise. An application will be considered complete once Planning & Community Development determines that the application contains the following materials and information below.

Required Submittal Items:

1. Completed Type I Administrative Decision Land Use Development Application signed by owner or authorized authority
2. Basic site plan (see Basic Site Plan Checklist under the Building Applications and Handouts)
3. Landscape Plan (as applicable- see Landscape Plan checklist)
4. Engineered plans with report(s) (if applicable)
5. Building Elevations (if changes to the building exterior is proposed)
6. Impervious surface calculations (existing and proposed)
7. Intake Fee

Narrative Addressing:

8. The decision criteria contained in [LSMC 14.16C.030\(f\)\(1-4\)](#):
 - a. Hours of operation
 - b. Materials processed or sold
 - c. Required parking
 - d. Traffic generation
 - e. Impact on public utilities
 - f. Clientele; and
 - g. General appearance and location
9. Number and location of existing parking stalls available / required for the existing and proposed use(s)