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| Project Name: | File #: |
| Applicant/Agent: | |

| Applicant (v) | Description | Staff (v) |
|---------------|---|-----------|
| | Completed & signed Hearing Review Master Application | |
| | Narrative fully describing the proposed use/request, including current potable water supply and current sewage system | |
| | Recorded warranty deed for the subject property | |
| | Signed Lease Agreement (if applicable) | |
| | Vicinity map, showing the location of the subject property (8 1/2" x 11") | |
| | Site Plan The following are suggested items that may be shown on the site plan: | |
| | • Property boundaries of the site | |
| | • Existing buildings on the site | |
| | • Parking stalls and drive aisles | |
| | • Sidewalks or pathways (proposed and existing) | |
| | • Fencing (proposed and existing) | |
| | Metes and bounds legal description for the site to be annexed (must be submitted in electronic format). | |
| | Landscape Plan (if applicable) | |
| | Neighborhood Meeting sign-in sheet | |
| | Fee | |

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| <p><u>STAFF USE ONLY:</u></p> <p>Date Application Received: _____</p> <p>Received by: _____</p> <p>Proposed Hearing Date: _____</p> <p>Hearing Body: _____</p> |
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