

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed and signed Hearing Review Application	
	Narrative fully describing the request, including the following: <ul style="list-style-type: none"> ➤ Specific item/requirement being appealed ➤ Reasons for the appeal/amendment ➤ Site-specific limitations and/or impediments on the property ➤ Any other pertinent information to the request. Please remember the applicant has the burden of proof to show why their request should be granted 	
	Warranty deed for the subject property	
	Affidavit of Legal Interest, signed & notarized by the property owner (if applicable)	
	Vicinity map, showing the location of the subject property	
	Copy of the Order of Decision, and/or other documents pertaining to prior approvals of the site	
	Fee	

Case decision being appealed was rendered by:

- Planning & Zoning Commission
- Hearing Examiner
- Historic Preservation Commission
- Design Review Commission
- P& Z Director
- Landscape Design Review Committee

STAFF USE ONLY:

Date Application Received: _____

Received by: _____

Proposed Hearing Date: _____

Hearing Body: _____