

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed and signed Administrative Review Application	
	Narrative fully describing the proposed use/request, including the following: <ul style="list-style-type: none"> <li>➤ Information on the prior use of the site</li> <li>➤ Proposed days and hours of operation</li> <li>➤ Any and all types of uses associated with the business</li> </ul>	
	Warranty deed for the subject property	
	Affidavit of Legal Interest, signed & notarized by the property owner or Signed Lease Agreement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Site Plan <b>The following are suggested items that may be shown on the site plan:</b>	
	• 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)	
	Floor Plan	
	Landscape Plan (if applicable)	
	Building department review	
	Fee	

**P&Z STAFF USE ONLY:**

Proposed Use: \_\_\_\_\_

Prior Use: \_\_\_\_\_

Change of Use:  Yes  No

Landscaping required:  Yes  No

Reviewed by: \_\_\_\_\_

**BUILDING DEPT. STAFF USE ONLY:**

Change of Occupancy:  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_