

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed & signed Administrative Review Application	
	Narrative fully describing the proposed use/request	
	Recorded warranty deeds for the subject properties	
	Affidavit of Legal Interest, signed & notarized by the property owners (if applicable)	
	Vicinity map, showing the location of the subject properties (8 ½" x 11")	
	Existing recorded plat in which the subject properties lie (8 ½" x 11") (if applicable)	
	Copy of the Record of Survey showing the adjusted property boundaries (8 ½" x 11") (if applicable)	
	Legal description (metes & bounds) of the new property boundaries and closure sheet	
	Fee	

After initial approval of the request, the applicant has 4 months to provide the Planning & Zoning Department with copies of the recorded Record of Survey (8 ½" x 11") and the recorded deeds. If these are not received within the given time frame, the approval will become null and void. A Record of Survey is not required when you are simply combining 2 or more adjoining parcels.

STAFF USE ONLY:

Date of Initial Approval: _____

Approved by: _____

Date of Final Approval: _____

Approved by: _____