

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed & signed Hearing Review Master Application	
	Narrative fully describing the proposed use/request	
	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 rezoned (must be submitted in electronic format).	
	Landscape Plan (if applicable)	
	Neighborhood Meeting sign-in sheet	
	Fee	

STAFF USE ONLY:

Date Application Received: _____

Received by: _____

Proposed Hearing Date: _____

Hearing Body: _____