

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed & signed Administrative Review Application	
	Narrative fully describing the proposed use/request	
	Recorded 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 (8 ½" x 11")	
	Existing recorded plat in which the subject property lies (8 ½" x 11") (if applicable)	
	Copy of the Record of Survey showing the new property boundaries (8 ½" x 11")	
	Legal description (metes & bounds) of the new property boundaries and closure sheet	
	Fee	

After 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.

<p><u>STAFF USE ONLY:</u></p> <p>Date of Initial Approval: _____</p> <p>Approved by: _____</p> <p>Date of Final Approval: _____</p> <p>Approved by: _____</p>
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