

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed and signed Administrative Review Application	
	Narrative fully describing the requested time extension/administrative renewal, including the following: <ul style="list-style-type: none"> ➤ That the request complies with Chapter 11-02-03(1)F of City Code ➤ Reasons for delay of the project ➤ Any other pertinent information to the request 	
	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	
	Original Preliminary Plat	
	Proposed Preliminary Plat	
	Drawing detailing any changes between the original and proposed Preliminary Plat	
	Landscape Plan (if applicable)	
	Fee	

The application shall be reviewed by both the Planning & Zoning Director and the Public Works Director. The final decision shall be based on the criteria as listed in City Code: Chapter 11-02-03(1)F3 for Time Extensions and Chapter 11-02-03(1)F4 for Renewals.

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL ITEMS ON THE CHECKLIST ARE SUBMITTED.

<p><u>STAFF USE ONLY:</u></p> <p>Public Works Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p> <p>Planning & Zoning Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p>
