



PRELIM _____

PRELIMINARY APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :

PROJECT ADDRESS _____

TYPE OF PROJECT ☐ **COMMERCIAL** ☐ **MULTIFAMILY** ☐ **OTHER (SPECIFY):** _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY
THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee: \$2,076
- ☐ Conceptual plans/Elevations: **Two (2) full sized plans at 24" x 36", two (2) reduced size copies at 11"x17", and a digital copy in PDF format on a USB flash drive** (site plan, floor plans, elevations, roof plans, and a landscaping plan). The full-sized plans must be drawn to scale and dimensioned to show the following:
 - a. Scale, north arrow, parkway width, and street address
 - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
 - c. Description of types of materials, colors, treatments, etc.
 - d. Mechanical equipment and easements
 - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- ☐ A detailed project description (on a separate sheet)