



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: \$1,977
- ☐ 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)