



STAFF REVIEW:

ACCEPTABLE  
YES NO

**Site Plan:**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Date, north arrow and scale.  | _____ | _____ |
| 2. | Property address and legal description, including the sf area of the property           | _____ | _____ |
| 3. | Location and dimensions of <u>all</u> existing and proposed structures.                 | _____ | _____ |
| 4. | Setback dimensions to property lines for all existing and proposed structures.          | _____ | _____ |
| 5. | A clear description of all existing and proposed uses, including those not within blgs. | _____ | _____ |

**Building Plan:**

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Floor plan of proposed structure or alteration/remodeling plan/use | _____ | _____ |
| 2. | Elevation views of the proposed structure.                         | _____ | _____ |
| 3. | Estimated tap fee: \$ _____  | _____ | _____ |

Date: \_\_\_\_\_ Approved

\_\_\_\_\_ Denied

**APPROVAL STAMP**

Reviewed by: \_\_\_\_\_

REASONS FOR DENIAL:

EXISTING NONCONFORMITIES, VARIANCES, OR SPECIAL LAND USE GRANTED

\*\*\* APPROVAL EXPIRES 6 MONTHS FROM THE APPROVAL DATE \*\*\*