



Development Services Department

General Application - Commercial Plan Review

Property Owners Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent or Engineer Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Site Information

Street Address: _____

Legal Description (please include a metes and bounds description if not subdivided): _____

Subdivision: _____ Block: _____ Lot(s): _____

Existing zoning designation: _____

Proposed Zoning: _____

Section of the code from which exception is described: _____

Site Plan Required –

Please see Site Plan Submission Checklist for Minimum Submittal Requirements

Proposed Property Use and/or Job Description

Describe in detail the proposed operation at this location and the scope of work to be done:

Total Construction Value (Cost of Job): \$ _____

Signature

I hereby certify that the information on this form is **COMPLETE, TRUE, and CORRECT** and the under signed is authorized to make this application concerning the above described property. I understand that submitting this application does not constitute approval and incomplete applications will result in delays and possible denial. I further request that the Planning & Zoning Commission/Board of Adjustment/Plan Review Committee review this matter and take appropriate action.

X

Signature of Applicant Date

X

Signature of Owner Date

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

APPLICATION NO.: _____

NOTES:
