

Date Received: _____



REQUEST FOR PLANNING COMMISSION ACTION

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TELEPHONE # OF APPLICANT: _____

ADDRESS OF PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION (IF NOT THE SAME AS ABOVE): _____

The following questions must be answered in full and all requested information must be provided before a Planning Commission meeting will be scheduled.

1. ARE YOU THE OWNER OF THE SUBJECT PROPERTY: YES NO
IF NO, PROVIDE THE FOLLOWING:

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE#: _____

2. HAVE YOU EVER SUBMITTED THIS OR A SIMILAR REQUEST TO THE PLANNING COMMISSION? YES NO
IF YES, WHEN? _____ AND WHAT DECISION WAS RENDERED AT THAT TIME: _____

3. DESCRIBE IN A SEPARATE LETTER ADDRESSED TO THE BOARD A CLEAR AND ACCURATE DESCRIPTION OF THE PROPOSED REQUEST CLEARLY STATING ANY FACT, HARDSHIP OR OTHER PERTINENT INFORMATION BELIEVED TO SUPPORT YOUR REQUEST.

4. ATTACH SIX (6) SETS OF DRAWINGS THAT INCLUDE THE INFORMATION NECESSARY FOR YOUR REQUEST TO PROCEED (SITE PLAN, ELEVATIONS, LANDSCAPING, LIGHTING, PARKING, SIGNAGE)

DATE: _____ SIGNATURE OF APPLICANT: _____

DATE: _____ SIGNATURE OF OWNER: _____

NOTE: A NON-REFUNDABLE FEE OF \$300.00 + a 5% TECHNOLOGY FEE MUST BE SUBMITTED WITH THIS REQUEST