



SUBMITTAL APPLICATION

ENGINEERING DEPARTMENT

Project No. _____

PARCEL NUMBER(S):		EXISTING ZONING:	
GROSS AREA (ACRE/SQ. FT.):		TOWNSHIP-RANGE-SECTION:	
DEVELOPMENT/PROJECT NAME:			
ADDRESS/LOCATION:			
PROPERTY OWNER:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
CONTACT PERSON:		E-MAIL:	
APPLICANT:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
CONTACT PERSON:		E-MAIL:	
Are you a first-time/occasional applicant? Yes No			
ARCHITECT/ENGINEER:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
CONTACT PERSON:		E-MAIL:	
SUBDIVISION ONLY			
NUMBER OF LOTS:		NUMBER OF TRACTS:	
LINEAR FEET OF STREETS:		MINIMUM LOT AREA:	
AVERAGE LOT AREA:		MINIMUM LOT WIDTH:	
OWNER'S SIGNATURE:			DATE:

APPLICATION CONTACT

I hereby request that ALL verbal and written communication regarding the attached application be provided to:

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

Additionally, I understand that it is the above listed person's responsibility to communicate any verbal or written communications on said application to other members of the development team, including, but not limited to plan pick-ups, application comments, staff reports, action letters (to include Plan Approval letters, Final Letters of Approval, and Warranty Release letters), and meeting times, etc.

Applicant's Signature

Date

OWNERSHIP VERIFICATION

It is requested that a _____ application be accepted by the Development Engineering Department for property generally located:

Said property is owned by:

AND

Telephone Number: _____ Telephone Number: _____

The subject property is legally described as: _____

_____ (or see attached).

The subject property contains _____ gross acres (includes right-of-way to the centerline of adjacent street or alley)

AND

_____ net acres (excludes adjacent perimeter right-of-way).

Tax Parcel Number: _____

Attached is a map/survey which accurately portrays the parcel configuration and property dimensions, as reflected in the legal description.

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner. (If not owner of record, attach written authorization from owner.)

Applicant's Signature

Date