



APPLICATION FOR ADMINISTRATIVE APPROVAL

(Please use ink or typewriter)

TO THE COMMUNITY DEVELOPMENT DIRECTOR:

Applicant's Name _____

Address Of Subject Property _____

Assessor's Parcel Number Of Subject Property _____

Zone District Classification Of Subject Property _____

Property Owner's Name _____

Property Owner's Address _____

Use Proposed: _____

SITE PLAN DRAWING; INSTRUCTIONS FOR PREPARING A SITE PLAN DRAWING

The site plan must be drawn in a neat and legible manner on paper a minimum of 8½ by 11 inches to a maximum of 24 by 36 inches in size. The scale must be large enough to show all details clearly. Twenty (20) copies of the site plan including one (1) reproducible print not larger than 11" x 17", must be submitted with this application form. If additional copies will be necessary you will be notified. The following information must be included in the site plan:

- a. Name and address of the legal owner of the site, and of the applicant, if not the owner.
- b. Address of property, if it has been assigned.
- c. Assessor's Parcel Number (APN).
- d. Date, north arrow, and scale of drawing.
- e. Dimension of the exterior boundaries of the site.
- f. Name all adjacent streets, roads, or alleys, showing right-of-way and dedication widths, reservation widths, and all types of improvements existing or proposed.
- g. Locate and give dimensions of all existing and proposed structure on the property. Indicate the height and depth of the buildings and their distance to at least two (2) property lines.
- h. Show access, internal circulation, parking and loading space. Detail off-street parking, exists and entrances, complete with dimensions and numbers of parking spaces, including handicapped spaces.
- i. Show all fences, walls, and landscaping; their locations, heights, materials and/or type.
- j. Show all signs; their location, size, height, and material used.
- k. Note all external lighting; location and the general nature and hooding devices.
- l. Indicate method of storm water drainage.
- m. Note the distances to the nearest fire hydrant.
- n. Show existing and proposed landscaping.
- o. The applicant should include any additional information that may be pertinent or helpful concerning this application.
- p. Other data may be required to permit the zoning administrator to make the required findings.

I hereby certify that I am the owner of the property identified in this application; or that I am an authorized agent of _____, who is owner of said property; or, that I am the employee or agent of _____ which is a public utility company or other agency with the powers of eminent domain, and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

Signed

Mailing Address _____

Phone Number _____