



SITE PLAN & DESIGN REVIEW APPLICATION

GENERAL INFORMATION

Project Name: _____
Project Address: _____
Map Group/Parcel#: _____
Zoning: _____ Existing Use: _____ Proposed Use: _____
Existing Building (Sq. Ft.): _____ Proposed Building (Sq. Ft.): _____
Total Building (Sq. Ft.): _____ Parking Required/Provided: _____/_____

CONTACT INFORMATION

Applicant: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
 Contact with Project Updates (Staff Comments, markups, etc.)

Property Owner: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
 Contact with Project Updates (Staff Comments, markups, etc.)

REQUIRED INFORMATION

The items below are required to proceed with the review process. If the items are not provided, the project may be removed from the agenda.

- PDF & DWG versions of ALL documents
- Site Plan and Design Review Checklist with each item marked
- Application Fee
- Building Materials Sample Board

I hereby certify that the above information is correct and that I have submitted herewith all the pertinent documentation required.

Signature of Applicant

Date

Signature of Owner

Date

OFFICE USE ONLY

Project Number: _____	Case#: _____
Review Fee: \$ _____	Date Paid: _____

HRPC Meeting Date/Approval: _____

HRPC Level

Staff Level