

Administrative Authorizations

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Letter of Request (Project Narrative):
 - _____ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
 - _____ Site location, dimensions, and size of property (in feet and acres), and present zoning.
 - _____ Project Description
 - _____ Action requested and the reason/purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.
 - _____ Signature of Landowner (this must be the landowner; no agents or representatives may sign).

_____ [Site Plan Drawing](#) that includes (at a minimum) the following:

- _____ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted
- _____ Property Owner’s Name
- _____ Address and Legal Description of the Property
- _____ Current Zone District
- _____ Assessor’s Parcel Number(s)
- _____ General Location/Vicinity Map
- _____ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
- _____ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines
- _____ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)
- _____ Corner Lot measuring requirements

*(*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*

- _____ Location, Type and Height of Existing and Proposed Fences
- _____ Road/Street Name(s) Adjacent to Property