

Map Amendment Checklist

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

- ___ Letter of Request (Project Narrative)
 - ___ Date of Application.
 - ___ 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.
- ___ [Letter Consent](#) (*when applicant role is as Designated Representative*)
- ___ Proof of ownership by recorded deed
- ___ [Site Plan/Plot Plan](#)
- ___ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (*as applicable to LLC property ownership*).
- ___ Articles of Incorporation and By Laws (*as applicable for Corporation Property ownership*).
- ___ Trust Documents (*as applicable for Trust Property ownership*).