

D. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Copy of Warranty Deed or other proof of ownership
- 2. Legal Description (may be either lot and block or metes and bounds)
- 3. Survey or Site Plan indicating setback, proposed construction and requested variance.

E. FILING FEES

- 1. Application Fee: **\$1,000**
- 2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Signature of Owner

Signature of Authorized Agent

 Typed or printed name and title of applicant

 Typed or printed name of authorized agent

 Date

 Date

State of _____ County of _____

The foregoing application is acknowledge before me this _____ day of _____, 20_____

By _____, who is/are personally known to me, or has/have produced _____ as identification.

NOTARY SEAL

 Signature of Notary Public, State of _____