



Community Development Department

**RIGHT OF WAY USE/VACATION
PLANNING AND ZONING REVIEW APPLICATION**

1) PROPERTY: Address: _____
 Legal Description:(attach)_____

Folio(s):_____

Size in Acres:_____

2) APPLICANT: Name: _____
 Address: _____

Telephone: _____ Fax _____
 Email Address:_____

Drivers License No. (attach copy)_____

Owner Authorization (attach notarized Letter of Intent): _____

Name of Architect/Representative:_____

Phone No._____ Fax No._____

Email address:_____

3) REQUEST: **Attach Letter of Intent and Proposed Agreement with City**

4) SITE PLAN (must include the following):

- A) Three (3) signed/sealed sets of site plan
- B) One (1) signed/sealed 11”X 17” site plan copy
- C) Landscape Plan

5) FEE: *\$2,400.00 (ADDITIONAL MAIL OUT AND ADVERTISEMENT FEES MAY BE ASSESSED)

***Fee includes two (2) rounds of Zoning review and one (1) meeting with Applicant and/or Representative. Fee is due with application submittal. FEE IS NON-REFUNDABLE AND DOES NOT INCLUDE CITY ENGINEER REVIEW FEES.**

6) SIGNATURE(S)

Applicant	Date
Applicant	Date
City Official	Date