

****FOR ALL REQUESTS, PLEASE INCLUDE A SITE MAP OR DIAGRAM****

****Including Building Outline/Proposed Access****

Date Requested _____ Map & Taxlot # _____

Existing Address or Parent Property Address _____

Street the (Proposed) Structure or Unit Fronts On _____

Property Owner Name _____ Phone # _____

Contact Person _____ Phone # _____ Email _____

Reason for Request:

New Subdivision: Name of Subdivision _____

Date of: Preliminary Plat Approval _____ Final Plat Approval _____ (Note: Attach Copy of Plat)

Land Partition: Date of Planning Commission Approval _____ Final Plat Approval _____
(Note: Attach Copy of Plat)

New Commercial/Mixed Use: Date of Planning Commission Approval _____

of Commercial Spaces: 1st Flr _____ 2nd Flr _____ 3rd Flr _____ # of Residential Units: 1st Flr _____ 2nd Flr _____ 3rd Flr _____

New Multi-Family Residential: Date of Planning Commission Approval _____

of Residential Units: 1st Flr _____ 2nd Flr _____ 3rd Flr _____

New Single Family Residential on an Existing Single Lot

Accessory Residential Unit: Date of Planning Commission Approval _____

Public Works – Utilities Placement: Describe Type & Location: _____

Change of Existing Address: Reason _____

Other: Describe _____

Signature of Requester: _____

NEW ADDRESS: _____

Planning Department Approval Denial : _____ Date _____

Public Works-Engineering Approval Denial : _____ Date _____

Comments: _____

Notification Sent to:

Comm Dev.
Electric Dept.

Fire Dept.
Utility Billing

Post Office
Water Dept.

Property Owner
JC Assessor

ECSO

