

NARRATIVE RESPONSE

HPB Admin Review

Nunez, Victor

FINAL SUBMITTAL: Comments Issued: April 23, 2019

Who is the representative signing on behalf of the owner/applicant? Page 3 & 8 of the application form are signed by two different persons. Only one person should be authorized to sign on behalf of the applicant.

R/ Ismael Allendes RA is the representative signing on behalf of the owner/ applicant. Sheet 8 will be revised.

The following fees are outstanding (tentative) and will be invoiced by May 13th.

1. Advertisement - \$1,500
2. Board Order Recording - \$100
3. Posting - \$100
4. Courier - \$70
5. Mail Label Fee (\$4 per mailing label) \$ 3,296
6. Square foot - \$? Total Outstanding Balance = \$?

NOTE: All fees MUST BE PAID by May 15 or the application will not move forward.

R/ all fees will be paid as requested prior to May 15

In addition to the fees, the following shall be provided to the Department no later than May 6th 12:00pm Final Paper submittal deadline:

- One (1) original application (Proper signed and notarized affidavits and Disclosures must be provided).
- One (1) original Letter of Intent.
- One (1) original set of architectural plans signed, sealed and dated.
- One (1) original signed, sealed and dated Survey.
- Any additional information/documents provided
 - 14 collated sets including copies of all the above: application form, letter of intent, plans, and any additional information/documents provided (plans and survey should be 11x17).

R/all above documentation will be provided.

- Mailing labels must be provided including Letter certifying the labels, radius map, gummed labels, and Labels CD done with the proper Excel format specified by the Planning Department.

R/a mailing labels package will be provided.

- A CD/DVD containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department (each document must be less than 15MB).

R/a CD containing digital information will be provided

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NOTE: Please make sure you identify the final submittal by the file number -when dropping it.

R/the final submittal will be identified as HPB19-0299