

PRE-APPLICATION CHECKLIST

- ✓ 1. Application - available on the Planning Department Website:
- ✓ 2. Letter of Intent
- ✓ 3. A copy of the building card for the property;
- ✓ 4. Current color photos of the home that shows all elevations;
- ✓ 5. Any microfilm on record, including the original architectural drawings and any later additions or alterations;
- ✓ 6. A recent, signed and sealed survey;
- ✓ 7. Drawing set of current site plan, plans and elevations (11x17), if available
 - **NONE** 8. Any available historic photographs or other relevant historic documentation;
 - ✓ **WERE PAID** 9. Fee of \$4,033.00 for Determination plus other applicable fees;
- ✓ 10. Mailing labels, with the names and addresses of all property owners of land located within 375 ft. of the exterior boundary of the subject property, and an original certified letter stating that the ownership list and mailing labels are a complete and accurate representation of the real property and property owners within 375 ft. of the subject property.