



AEP _____

Fee Paid Date _____ By _____

Fee: Administrative: None
Commission: Same as Original Permit

AMENDMENT TO AN EXISTING PERMIT

Property Address: _____

Lot _____ Block _____ Subdivision _____

Map _____ Tax Lot _____ Zone _____

Permit to be Amended: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Property Owner's Name: _____

Mailing Address: _____ Email: _____

Business Name (if applicable): _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Proposed Amendment: _____

STAFF DETERMINATION: Staff will determine if the Amendment to Existing Permit Request meets the requirements to be reviewed administratively or if review by the Committee or Commission that originally approved the request is required.

FILING INFORMATION: The Design Review Committee meets on the first Thursday of each month; applications are due the 1st day of the month to get on the next month's agenda. Historic Landmarks Commission meets the third Tuesday of each month; applications are due by the 13th of the month to be on the next month's agenda. Planning Commission meets on the fourth Tuesday of each month; applications must be received by the 20th of the month to be on the next month's agenda. A Pre-Application meeting with the Planner may be required prior to acceptance of the application as complete. Only complete applications will be scheduled on the agenda. Your attendance at the Commission meeting is recommended.

<i>For office use only:</i>			
Application Complete:		Permit Info Into D-Base:	
Labels Prepared:		Tentative Meeting Date:	
120 Days:			