

1. Written project narrative explaining the use of the building, hours of operation, parking, any other relevant information.

2. Site plan that shows the property lines and where the building sits in relation to those property lines. Please also show the dimensions of the building. The site plan should also show your parking area.

3. Submit this email as proof that we had a pre-application meeting (I consider our phone call to be the pre application meeting).

4. Once you submit the application, our technician will add a review fee that you can pay online.

Typically you will see our first review of your application uploaded under the 'reviews' tab of your project within 2 weeks from submitting. You will see that the fire department, planning department, and engineering department will do reviews. After our conversation I realized that the Health Department may also get tagged to do a review. they may