



**APPLICATION FOR SITE PLAN
MULTI-FAMILY CONVERSION**

APPLICATION NO.: _____

FEE: \$250.00

Property
Owner's Name: _____ Date: _____
(Please Print)

Owner's Mailing
Address: _____ Phone: _____

Applicant's
E-Mail Address: _____

Street Address
of House: _____

Zoning District: _____ Area of Lot: _____ Type of Sewage Disposal: _____ Type of Water Supply: _____

Number of Floors In House: _____ Number of Existing Apartments in House: _____

Square Footage of Proposed Apartment: _____ Floor on Which Apartment Will be Constructed: _____

THIS APPLICATION MUST BE ACCOMPANIED BY:

1. A photograph of the exterior of the house.
2. A sketch of the property, with dimensions, in adequate detail to show:
 - a. Property boundaries with dimensions.
 - b. Location of house.
 - c. Location of any detached sheds, garages, pools, etc.
 - d. Location of driveway.
 - e. Location of all required parking.
 - f. Location of all required landscaping.

NOTE: Applicant must meet with Fire Marshal and Building Official to assure compliance with all applicable Fire and Building Code regulations.

Applicant's Signature

FOR OFFICIAL USE:

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Date Application Submitted: _____

Filing Fee Paid: _____

Comments: _____

SUBMITTAL REQUIREMENTS:

Sixteen (16) copies of your plan (map) and any other correspondence being submitted with application

One (1) copy of application

Two (2) copies of Drainage Reports (if applicable)

Two (2) full copies of Traffic Studies and fourteen (14) copies of traffic summary (if applicable)

ALL MAPS MUST BE FOLDED BEFORE SUBMITTAL