



SUBCOMMITTEE FOR DESIGN REVIEW (SUB) APPLICATION

All of the following must be submitted before the Planning Division can process the application:

1. **Filing Fee:**

- a. Addition of Floor Area: \$617.71
- b. Non-Floor Area or Accessory Dwelling Unit: \$90.53

2. **Four (4) copies** of the required plans (24"x36" in size, each set folded to a maximum of 8.5"x13"), and a digital copy of the full set of plans on a flash drive. **E-mailed plans will not be accepted.** Only two (2) copies of the required plans if submitting for a Second Unit Review.

- a. Site Plan
- b. Floor Plan
- c. Elevation Plans
- d. Roof Plan
- e. Cross Sections

Case No.

FOR STAFF USE ONLY

3. **Project Information:**

Property Address: _____

Project Description: _____

Public Safety/Code Enforcement Case?: YES _____ NO

4. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

5. **Property Owner's Information:**

Name: _____

Address: _____

Phone: _____ E-Mail: _____