



COMMUNITY DEVELOPMENT DEPARTMENT
TRANSMITTAL FORM

Please identify which divisions need to review: Building Site Development Planning

TO: _____
DIVISION: _____
FROM: _____
COMPANY: _____
PHONE: _____
EMAIL: _____
PROJECT: _____
(Permit/Case Number, if Assigned)

(Site Address)

(Project name or subdivision name and lot number)

DATE RECEIVED:

By: _____

I AM THE PROPERTY OWNER OR I AM AUTHORIZED BY THE PROPERTY OWNER TO ACT AS AN AGENT ON THEIR BEHALF FOR THE PROPOSED PROJECT OR WORK AFFILIATED WITH THE ATTACHED PERMIT APPLICATION.

ATTACHED ARE THE FOLLOWING DOCUMENTS (NOT FOR INDIVIDUAL PLAN REVIEW COMMENT RESPONSES):

Item #:	Description: (examples: application, plans, revision, deferred submittal, calculations, specifications, affidavits)
1	
2	
3	
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12	

REMARKS: _____

FOR OFFICE USE ONLY			
Routed to Reviewer(s):		Date:	
Application #:	Application Materials Saved to Network: Yes No		
Applicant Contacted: Yes No	Date:		
Routed to Permit Technician:	Date:	Fees Due: Yes No	Initials:
Fee Descriptions and Amounts Due:			