



ADMINISTRATIVE PERMIT

Permit Number _____
Permit Issued/Denied _____
Basic Fee _____

Purpose of Request _____

Owner: _____

Address: _____ Phone Number _____

Legal Description: _____
Zoning District _____

Applicant: _____
(If other than owner)

Address: _____ Phone Number _____

The Following are items that must be submitted to acquire an administrative permit:

1. A typed statement that explains the use proposed for the administrative permit request.
2. Site Survey/location of use
3. Dates for requested Administrative Permit. _____
4. Sales Tax # _____
5. Certification of Taxes Paid

FOR CITY USE ONLY

Date Application Filed: _____

Received By: _____

Narrative submitted: Yes No

Site Survey submitted: Yes No

Legal Description submitted: Yes No

Certification of Taxes Paid: Yes No