

STANDARD APPLICATION

STAFF USE ONLY

		Status	Date	Signature
Applications determined to be complete	1	Pre-application conference held		
	2	Date application received (initial submittal)		
	3	Application determined complete		
	4	Case number assigned		
	5	Notice of completeness sent to applicant		
Applications determined to be incomplete	6	Application is not complete		
	7	Notice of missing materials sent to applicant		
	8	Date of submittal of missing materials or resubmittal of entire application		
	9	Application determined complete		
	10	Case number assigned		
Withdrawn	11	Notice of completeness sent to applicant		
	12	Application withdrawn for failure to submit missing materials		
	13	Notice of withdrawal sent to applicant		

Type of Application	Check Type
Site plan for development without supplemental standards	
Minor subdivisions	
Minor development permits	
Minor amendments to development permits	
Administrative waivers	
Site plan for development subject to supplemental standards	
Variance	
Appeal of administrative decisions	
Preliminary and final subdivision plats	
PUD master plan and rezoning	
Rezoning	
Amendment to the LDC	
Major amendments to development permit	
Other (specify):	

Required Attachments for All Applications (Sec. 10.01.02):

1. A property survey containing the legal description, land area, and existing improvements on the site. The survey shall be signed by a surveyor licensed in the State, and shall have been performed not more than two (2) years prior to the date of application.
2. Proof of payment of applicable fees.
3. An application regarding development within or affecting wetlands (see Chapter 3) shall include proof of receipt of applicable permits or exemptions from regional, State, or federal agencies with permitting authority for wetlands.
4. All site plans and drawings for an application shall be prepared at the same scale. The sheet size shall not be less than eleven inches by seventeen inches (11 x 17) and shall not be more than by thirty-six inches by forty-eight inches (36 x 48).
5. The number of copies of the application materials as specified by the City.
6. Any development application for development proposed within the airport height notification zone established for the Crystal River Airport shall provide notification to the FAA as required by Title 14, Code of Federal Regulations, Part 77 Subpart C. Comments by the FAA shall be included as part of the submittal.

OWNERSHIP INFORMATION

Property Owner: _____

Address: _____

Phone #: _____ Cell phone #: _____ Fax #: _____

Email address: _____

Property Address: _____

OWNER'S SIGNATURE:

Signature of the property owner

Signature of the property owner

NOTARIZATION FOR OWNER'S SIGNATURE

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

NOTARY PUBLIC

Commission No. _____

Commission Expires: _____

If the applicant or agent is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner with regard to the application and associated procedure, shall be completed with this application.

Agent's Name: _____

Agent's Street Address: _____

City: _____ ST: _____ Zip: _____

Phone #: _____ Cell phone #: _____ Fax #: _____

Email address: _____

AGENT AUTHORIZATION

_____, agent, is hereby authorized as my legal representative and designated agent to speak in my behalf for the subject matter.

Signature of the Property Owner

NOTARIZATION FOR OWNER'S SIGNATURE

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

NOTARY PUBLIC

Commission No. _____

Commission Expires: _____