



Administrative Authorizations (AA)

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Letter of Request should contain, at a minimum, the following:
 - _____ Date of Application.
 - _____ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - _____ Site location, dimensions, and size of property in feet and acres, and present zoning.
 - _____ Project description or project narrative
 - _____ Action requested and the reason and purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.
 - _____ Signature of Landowner. **This must be the landowner; no agents or representatives may sign.**
- _____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. **The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.**
 - _____ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1” = 10’, 20’, 30’, etc.)** - No larger than 11” x 17” in size – Aerial or Google maps will not be accepted.
 - _____ Property Owner’s Name
 - _____ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.
 - _____ From the search get the **Address and Legal Description of the Property**
 - _____ Next, in the map, click on the layers icon to get the **Current Zone District**
 - _____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.
Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.
 - _____ Corner Lot measuring requirements
 - _____ Location, Type, and Height of Existing and Proposed Fences
 - _____ Add the Road Names Adjacent to Property