



AEP _____

Fee Paid Date _____ method _____
Fee: Admin (Type II) / none
Commission (Type III) / same as Original Permit

AMENDMENT TO AN EXISTING PERMIT

Property Address: _____

Lot _____ Block _____ Subdivision _____

Map _____ Tax Lot _____ Zone _____

Permit to be Amended: _____

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Property Owner's Name: _____

Mailing Address: _____ Email: _____

Business Name (if applicable): _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Proposal: _____

STAFF DETERMINATION: Staff will determine if the Amendment to Existing Permit Request meets the requirements to be reviewed administratively, or by the Commission that originally approved the request.

FILING INFORMATION: The *Design Review Commission* meets on the first Thursday of each month; applications must be deemed complete by the 1st day of the month to be considered for the next month's agenda. *Historic Landmarks Commission* meets the third Tuesday of each month; applications must be deemed complete by the 13th of the month to be considered for the next month's agenda. *Planning Commission* meets on the fourth Tuesday of each month; applications must be deemed complete by the 20th of the month to be considered for the next month's agenda. A Pre-Application meeting with Staff may be required prior to acceptance of the application as complete. Only complete applications will be scheduled. Your attendance at the Commission meeting is recommended.

<i>For office use only:</i>			
Application Complete:		Permit Info Into D-Base:	
120 Days:		Tentative Meeting Date:	
Public Notice:			

New Construction

Address each of the New Construction adjacent to Historic Property Criteria and state why this request should be approved. You may use the space provided below or attach separate documents.

1. How is the design of the proposed structure compatible with the design of adjacent historic structures considering (1) scale, (2) style, (3) height, (4) architectural detail and (5) materials? [refer to Dev. Code 6.070(B)1]

2. How is the location and orientation of the new structure on the site consistent with the typical location and orientation of adjacent structures considering (1) setbacks, (2) distances between structures, (3) location of entrances and (4) similar siting considerations? [refer to Dev. Code 6.070(B)2]

REQUIRED ATTACHMENTS: (1) A site plan indicating location of the proposed structure on the property, dimensions of structure, property lines and setbacks; (2) Diagrams illustrating the proposed construction's style and type of proposed materials – be descriptive; attach manufacturer's spec sheets. Scaled free-hand drawings are acceptable.