Beaverton
OREGON

COMMUNITY DEVELOPMENT DEPARTMENT TRANSMITTAL FORM

Clear Form

Please complete this form when submitting documents to the Planning (land use), Site Development, or Building divisions for review. Please list all documents you are submitting at this time.

DATE RECEIVED:

By: _____

TO: _____

DIVISION: Select a Division [Drop-Down]

FROM: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

PROJECT: _____
(Permit/Case Number, if Assigned)

_____
(Site Address)

_____
(Project name or subdivision name and lot number)

☐ 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:			