



COMMUNITY DEVELOPMENT DEPARTMENT  
TRANSMITTAL 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.

**TO:** \_\_\_\_\_  
**DIVISION:** \_\_\_\_\_  
**FROM:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**RE:** \_\_\_\_\_  
 (Site Address)

DATE RECEIVED:  
 \_\_\_\_\_  
 By: \_\_\_\_\_

\_\_\_\_\_  
 (Project name or subdivision name and lot number)

\_\_\_\_\_  
 (Permit/Case 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 ITEMS:**

Item #:	Description: (examples: application, plans, revision, deferred submittal, calculations, specifications, affidavits)
1	
2	
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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:			