

Account: 101-0000-321. 30-03 (Sim. Use, Con. Use, Use Var)
Account: 101-000-349. 60-00 (Minor-Sub, Lot Split/Con, PD)

DOCKET No. _____
FEE PAID _____

APPLICATION
LAKEWOOD PLANNING COMMISSION

Property Address _____ Business/Tenant Name _____

Property Owner Name _____ Owner Phone _____

Owner E-mail _____ Zoning _____ Parcel Number _____

Project Summary _____

Late Applications Will Not Be Accepted. (See calendar on page 2 for deadlines)

ACTION REQUESTED (Check all that apply)

___ **Minor Sub-Division** – (Commercial \$200, Residential \$200, Planned Development \$500)

___ **Lot Consolidation/Lot Split** – (Commercial \$200, Residential \$200, Planned Development \$500)

___ **Planned Development** – (\$500)

___ **Similar Use** – (Commercial \$50, Residential \$25)

___ **Conditional Use** – (Commercial \$150, Residential \$75) (See Chapter 1173 of the Zoning Code for add'l submission requirements)

___ **Variance** – (Commercial \$50, Residential \$25)

Submission Requirements:

1. A detailed written description of the request signed by the applicant/owner.
2. Letter of authorization from property owner, if different from the applicant.
3. A scaled site plan detailing elements of the proposal and showing adjacent properties and uses. (3 copies, 8.5 x 11)
4. Photos of the existing conditions.
5. Authorization for Property Access signed by the owner. (Pg. 2 of this application form)
6. Fee(s).

Applicant Name (Print Clearly): _____ Company _____

Applicant Address: _____

Phone: _____ Fax: _____ E-mail: _____

Signature: _____ Date: _____

OFFICE USE ONLY: Application Reviewed and Accepted by: _____ Date: _____

File History: _____

Bldg. Dept. Remarks: _____

AUTHORIZATION FOR PROPERTY ACCESS

(In signing this application,) I authorize members of the City's Building Department and Planning and Development Department access to my property for the limited purposes of photographing and verifying location and dimension of the area affected by my Planning Commission applications and requests. A landlord of a single tenant structure must provide the written consent of the tenant. The City employee will, in case of one, two or three tenant structure, attempt to notify those residing on the property immediately prior to coming onto the property. In the case of a multi-tenant structure, the City employee will notify the building manager.

Any dog(s) on property? _____ Yes _____ No

Please Print or Type:

Owner/Agent Name: _____

Property Address: _____

Owner/Agent Phone: _____

Tenant Name _____ Tenant Phone _____

Owner/Agent Signature

2012 Calendar Planning Commission

Month	Application Deadlines - Noon		Review Meeting	
January	Monday	12-21-11	Thursday	01-05-12
February	Wednesday	01-18-12	Thursday	02-02-12
March	Wednesday	02-15-12	Thursday	03-01-12
April	Wednesday	03-21-12	Thursday	04-05-12
May	Wednesday	04-18-12	Thursday	05-03-12
June	Wednesday	05-23-12	Thursday	06-07-12
July	Wednesday	06-20-12	Thursday	07-05-12
August	Wednesday	07-18-12	Thursday	08-02-12
September	Wednesday	08-22-12	Thursday	09-06-12
October	Wednesday	09-19-12	Thursday	10-04-12
November	Wednesday	10-17-12	Thursday	11-01-12
December	Wednesday	11-21-12	Thursday	12-06-12

Work Sessions for the Commission commence at **6:30 P.M.** in the lower level conference room.

Review Meetings commence at **7:00 P.M.** in the **Auditorium** at Lakewood City Hall, 12650 Detroit Avenue unless otherwise indicated. Applicants or a representative (designated in writing to the Secretary of the Board) **MUST** attend the review meeting for an application to receive review.