



PLANNER OF THE DAY INFORMATION REQUEST FORM

Date:

Name: _____

Phone: _____

Email: _____

I would prefer to:

I would like to schedule a pre-application meeting.

Information Request Topic:

Property Address/Location: _____

Are you the property owner?: I am the

Question/issue Topic:

Details or additional information: _____

Notes: _____

Thank you for contacting the Planner of the Day! Please provide us with as much information as possible regarding your inquiry, this will allow us to give you a complete answer in a timely manner. We will contact you through your preferred contact method shortly. It is our goal to respond to your question within 24 hrs although sometimes unforeseen circumstances might delay our response.

For City Use Only

Received Date: Response Date: By: