



AEP \_\_\_\_\_

Fee Paid Date \_\_\_\_\_ By \_\_\_\_\_

**Fee: Administrative: None**  
**Commission: Same as Original Permit**

**AMENDMENT TO AN EXISTING PERMIT**

Property Address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Map \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

Permit to be Amended: \_\_\_\_\_

Applicant 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: \_\_\_\_\_

Proposed Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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