

	<p>City of Englewood          Community Development Department          1000 Englewood Parkway          Englewood, CO 80110          303-762-2342          englewoodgov.org</p>
	<p><b>ZONING SITE PLAN REVIEW          CHECKLIST</b></p>

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Site Plan:</b>
		Maximum Size: <b>11" x 17"</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		All structures with dimensions
		Property dimensions
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City Manager or Designee

*Avoid delays - Submit a complete application!*



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## APPLICATION FORM

**APPLICATION FOR:** \_\_\_\_\_  
(Attach Checklist and all required documents - Incomplete applications will not be accepted.)

**PROPERTY ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** (Provide at least one of the following)

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Parcel Identification No. \_\_\_\_\_

Metes and Bounds Legal Description \_\_\_\_\_  
(Attach separate sheet if necessary)

APPLICANT	PROPERTY OWNER
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____ _____	Address: _____ _____
Telephone Number: _____	Telephone Number: _____
Fax Number: _____	Fax Number: _____
Email Address: _____	Email Address: _____
Signature _____	Signature _____
Print Name _____	Print Name _____

### Staff Use Only

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_

Zone District: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

Case/Project No.: \_\_\_\_\_

Application Fees are Non-Refundable