

Permit Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

## Site Plan Review Application

*This application must be typed or printed in ink and submitted with any Required attachments and application fee. (Additional permitting and review fees may be assessed by the Building official)*

**Conceptual \$250.00**

**Other \$500.00**

**CITY OF PALATKA  
 205 N. 2<sup>nd</sup> Street  
 Palatka, FL 32177**

**FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103**

TO BE COMPLETED BY APPLICANT	
<b>PROPERTY OWNER NAME:</b>	<b>PROPERTY ADDRESS:</b>
<b>MAILING ADDRESS:</b> _____ _____	<b>PARCEL NUMBER:</b>
<b>PHONE:</b>	<b>LOT SIZE:</b>
	<b>Owner Email Address:</b>

Site development will be/is used for: \_\_\_\_\_

Area of land (in square feet) to be developed: \_\_\_\_\_

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

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Palatka. I understand that a separate permit must be secured for BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, SIGNS, POOLS, ETC. I further understand every construction site shall have a means of containing construction debris and waste (dumpster).**

**DATE:** \_\_\_\_\_ **AGENT/CONTRACTOR'S SIGNATURE** \_\_\_\_\_

Print or type Agent/Contractor Name: \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**AGENT/CONTRACTOR'S AFFIDAVIT:** *I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.*

DATE: \_\_\_\_\_ PROPERTY OWNER(S) SIGNATURE\*: \_\_\_\_\_

Print or type Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\* PROPERTY OWNER(S) SIGNATURE TO BE NOTARIZED**

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

By: \_\_\_\_\_.

Notary's Signature: \_\_\_\_\_

Date  
(SEAL)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

**FIND ATTACHED "BUILDING PERMIT APPLICATION CHECKLIST" TO USE AS A GUIDE TO MAKE CERTAIN THE BUILDING PERMIT APPLICATION IS COMPLETE. FOR OFFICIAL USE ONLY**

Rec'd by:

Zoning Classification:

**"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT." [Title XL, Chapter 713.135, Section 6(a) F.S.]**