



SITE PLAN REVIEW APPLICATION

APPLICATION #: _____
DATE RECEIVED: _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments (see Checklist, page 3). All permit applications must begin at [Putnam County](#) and then will be rerouted when they finish their review.

Make checks payable to the City of Palatka

- Minor site plan (SFR or Duplex)
 Major Site Plan (Commercial or Large Development)

- | | |
|---|---|
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Architectural Elevations |
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Traffic Study (Major Site Plans Only) |
| <input type="checkbox"/> Copy of Recorded Deed | <input type="checkbox"/> Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner. |
| <input type="checkbox"/> Site Plan with Dimensions (see Checklist and Examples, attached) | <input type="checkbox"/> Demolition – Plans for what will be taking the demolished structure's place should be submitted. |
| <input type="checkbox"/> Landscape & Irrigation Plans (Major Site Plans Only) | |
| <input type="checkbox"/> Storm Water Drainage Plan (Major Site Plans Only) | |
| <input type="checkbox"/> Exterior Lighting Plan (Major Site Plans Only) | |

Site Information

1. Property Owner: _____
2. Property Address: _____
3. Parcel Number: _____ Lot Size: _____
4. Site development will be/is used for: _____
5. Area of land (in square feet) to be developed: _____

Applicant Information

Owner (Print Name): _____

Signature of Owner: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____ Email Address: _____

Agent/Contractor (Print Name): _____

Signature of Agent: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____ Email Address: _____

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 regarding construction and zoning.

For Official Use Only

Date Submitted: _____ Received By: _____ Preliminary Review By: _____

Signs Posted By: _____

Required Attachments Reviewed:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Proposed Site Plan
changing) | <input type="checkbox"/> LOA | <input type="checkbox"/> Legal Description | <input type="checkbox"/> Existing Elevations (if |
| <input type="checkbox"/> Product Information
changing) | <input type="checkbox"/> Plans (if addition) | <input type="checkbox"/> Photographs | <input type="checkbox"/> Proposed Elevations (if |