



PLANNING AND ZONING COMMISSION (P&Z)  
CERTIFICATE OF APPROPRIATENESS APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

**Application Fee: \$240.00**  
**Per Fee Schedule**

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

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Architect/Designer for Applicant:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

Lot Number/Subdivision: \_\_\_\_\_ Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Proposed type of Environmental Change:

Checklist:

- Attach **5 copies** of plot plan as well as any other drawings or written material that will help the Administration and Commission understand the nature of the proposal.
- 1 digital copy** (CD, USB, Email) of the complete application packet.
- Attach the required fee - \$240.00
- Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 11107.035 Public notice sign details found [here](#).

**(See Over)**

