1.__________ Completed and signed application - 1 original and 10 copies

2. __________ 200 foot radius map – 11 copies

3. __________ List of property owners within 200 feet radius – 11 copies

4. __________ Letter to abutting property owners notifying them of public hearing. – 11 copies

5. __________ Verification of Up-to-Date Taxes – 1 copy

6. __________ Site plan showing:  a. roads and parking areas
                          b. existing and proposed buildings
                          c. measurement of structures from property lines
                          d. buildings on adjacent properties
                         11 copies

7. __________ Floor plans, if applicable – 11 copies

8. __________ Sketches of proposed buildings/additions – 11 copies

9. __________ Filing Fee (See Section 3130 of Zoning Ordinance for applicable filing fee)