



PLANNING DEPARTMENT
Community Development Group

Date Stamp

**APPLICATION SUBMITTAL CHECKLIST for
Administrative Review or Relief**

Case Number: _____

I acknowledge that the following items required for processing of my application are included as part of the submittal package for this application submitted to the City of Glendale Planning Department. I understand that the application will not be accepted unless all of the following items are included.

Required

Yes No

- 1. Completed Application
- 2. Service Request (SR) Number: _____ **SR**
- 3. Applicant's Signature on Application
- 4. Project Narrative (3 copies)
- 5. Copy of Deed/Title (including Legal Description)
- 6. Property Owner's List (on mailing labels)
- 7. Site Plan, size 24" x 36", to scale (3 copies)*
- 8. Building Elevations, size 24" x 36", to scale (3 copies)*
- 9. Floor Plan, size 24" x 36", to scale (3 copies)*
- 10. Commercial ARF Residential ARF ARW
Filing Fee: \$ _____
- 11. **FOLD ALL PLANS MARKED WITH AN * TO 9" X 12"**

Signature

Printed Name

Company

Date

If you have questions regarding the items on this checklist, contact your project planner.

Project Planner

Phone

Email Address

