PLANNING
Development Services Department

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for Administrative Review or Relief

Case Number: _____

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

Required
Yes   *No*

#	Yes	No	Item
1.	☐	☐	Completed Master Application
2.	☐	☐	Service Request (SR) Number: **SR** _____
3.	☐	☐	Applicant's Signature on Master 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

Revised: 08/13/15

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