

CITY OF CORDOVA



EXCEPTION APPLICATION CITY OF CORDOVA

INSTRUCTIONS

*Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.*

APPLICANT INFORMATION	
Name	
Address	
Telephone [Home]	
Business Name	
Business Address	
Telephone [Business]	
Business FAX	
Project Architect/Engineer	
Address of Architect/Engineer	
Telephone of Architect/Engineer	

PROPERTY/PROJECT INFORMATION	
Address of subject property	
Parcel Identification Number	
Property Owner [Name/Address]	
Current Zoning District	
Construction Start Date	
Proposed Use	Please attach a narrative.

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Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	
Real Estate Firm/Broker handling sale of property. Provide name and address. Note: <i>If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.</i>	
City Business License Permit Number (if applicable)	

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Type/Print)	Name: _____ (Type/Print)
Date: _____	Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing? Planning Commission: City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

SITE PLAN CHECKLIST
City of Cordova

APPLICANT ADDRESS

x	SITE PLAN - 20 copies required for submission
	Date
	North arrow
	Scale not less than 1" = 20'
	Applicant name
	Applicant address
	Applicant telephone number
	Name of person/company preparing plan
	Name of person/company preparing plan
	Telephone number of person/company preparing plan
	Size of property in square feet
	Existing lot lines with dimensions
	Proposed lot lines with dimensions
	Existing setbacks of buildings from lot lines
	Setbacks of proposed buildings
	Location, use and size of existing and proposed easements
	Location of all structures on the site with dimensions
	Location of structures on abutting properties with dimensions of setbacks
	Use of the structures contained on the property
	Number of stories
	Gross building area
	Setback lines on proposed development site
	Location of ingress and egress sites
	Location of loading facilities
	Location of parking areas
	Numbered parking sites and/or loading spaces
	Location of all right-of-ways
	Width of all right-of-ways
	Location and height of all existing and proposed walls
	Location and height of all existing and proposed fences
	Location and height of all existing and proposed screen plantings
	General landscaping plan with timeline for planting
	Maintenance plan for landscaping
	Type of parking area surface
	Type of turf for landscaping
	Grading plan for storm water drainage
	Size and location of proposed sewer lines, w/connections
	Size and location of proposed water lines, w/connections
	Front and side elevations of proposed structures
	Exterior finish and color
	Relationship and identification of future structures
	Relationship and identification of future roadways
	Relationship and identification of future drainage
	Relationship and identification of future water and sewer
	Pedestrian and vehicular circulation
	Time schedule for proposed phased construction
	Temporary facilities and structures to facilitate staged development

