No Filing Fee submission of “H” Lot Plat

Information and actions required of the Petitioner:

1. The prospective applicant meets with the Public Works Department staff to discuss the preparation of an H Lot and to authorize acceptance of a deed.

2. An application is submitted which is signed by the property owner and includes the legal description of the property for which the H Lot is requested.

3. A vicinity map is submitted which identifies the general area and boundaries of the proposed H Lot.

Procedure:

1. Upon receipt of the required application and supporting information, the Public Works Department staff will route the information to all affected Departments and agencies.

2. The request is submitted by the Public Works Department staff to the Public Works Committee for consideration.

3. The request is submitted to City Council for action at the following regularly scheduled meeting.

Submittal of the H Lot Mylar:

1. Upon City Council approval to prepare an H Lot and to authorize acceptance of a deed, the applicant shall submit the H Lot Mylar to the Public Works Department for review.

2. The Public Works Department staff shall submit the H Lot Mylar to the City Attorney’s Office for preparation of a Quit Claim Deed.

3. Upon completion of the Quit Claim Deed, the applicant shall be notified by the Public Works Department that the document is ready for signature by the property owner.

4. Upon signature by the owner of the Quit Claim Deed, the H Lot Mylar and the signed Quit Claim Deed shall be submitted by City staff to the Register of Deed’s Office for recording.
**APPLICATION FOR DEVELOPMENT REVIEW**

**REQUEST (please check all that apply)**
- [ ] Subdivision
- [ ] Annexation
- [ ] Comprehensive Plan Amendment
- [ ] Fence Height Exception
- [ ] Planned Development (Overlay)
  - [ ] Designation
  - [ ] Initial Plan
  - [ ] Final Plan
- [ ] Major Amendment
- [ ] Minimal Amendment
- [ ] Conditional Use Permit
- [ ] Major Amendment
- [ ] Minor Amendment
- [ ] Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- [ ] OTHER (specify) ____________________________

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

**EXISTING**

**PROPOSED**

**LOCATION**

<table>
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<tr>
<th>Size of Site–Acres</th>
<th>Square Footage</th>
<th>Proposed Zoning</th>
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**DESCRIPTION OF REQUEST:**

Utilities: Private / Public

- Water
- Sewer

**APPLICANT**

Name __________________________________________ Phone __________________________

Address __________________________________________ E-mail __________________________

City, State, Zip ________________________________

**PROJECT PLANNER - AGENT**

Name __________________________________________ Phone __________________________

Address __________________________________________ E-mail __________________________

City, State, Zip ________________________________

**OWNER OF RECORD (If different from applicant)**

Name __________________________________________ Phone __________________________

Address __________________________________________ E-mail __________________________

City, State, Zip ________________________________

Property Owner Signature _________________________ Date ____________

Print Name: ___________________________ Date ____________

Title*: ___________________________________

*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

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