

**COUNTY APPLICATION FOR PHASING PLAN AMENDMENTS, EXTENSION REQUESTS,**

**PLAT ADJUSTMENTS, CONDITION AMENDMENTS, & COVENANT AMENDMENTS**

**A. GENERAL INFORMATION**

1. One application with request letter and supplementary data sheets is required.

2. Type of Request:

3. Name of Subdivision:

4. Name(s) of Applicant:

Mailing Address:

Telephone Number:

Email Address:

5. Name(s) of Owner of Record:

Mailing Address:

Telephone Number:

Email Address:

6. Name and Company of Representative:

Mailing Address:

Telephone Number:

Email Address:

7. If the applicant is someone other than the property owner, the owner must also sign the application in the space provided below.

Certification: I hereby certify that the foregoing information contained or accompanied in this

application is true and correct to the best of my knowledge.

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Applicant’s Signature Date

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Owner’s Signature Date

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Representative’s Signature Date

**B. REQUEST LETTER**

*The following information should be included in a letter of request addressed to the Projects Section Manager of the Office of Planning & Grants:*

**1. Description Of Request**

*Please describe the request. In addition, for phasing plan amendment or extension requests, please address Section 4.7.3(1)(a-d).*

**2. Subdivision History**

*Include the preliminary plat approval date and describe any subsequent plat adjustments, condition amendments, covenant amendments, phasing plan amendments and/or extension requests.*

**C. SUPPLEMENTARY DATA SHEETS**

As separate attachments (8.5” x 11” or 11” x 17”), provide the following materials with the site clearly identified. Where appropriate, required information may be combined as long as the information is clearly presented. Please check the box if the material is included in the packet. If the material is not included in the submittal packet, please note "N/A".

Preliminary or final plat

Current approved phasing plan

Proposed phasing plan

Proposed plat amendments

Filed development covenants