

**ALTOONA COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION FORM**

REFERENCE #:

Date Submitted:

Accepted by:

PROPOSED REQUEST:

NAME OF PROJECT:

PROPERTY OWNER:

ADDRESS:

DEVELOPER:

(if different from property owner)

ADDRESS:

CONTACT PERSON: *Please enter the name of the person (owner, developer, etc.) who will be the main coordinator of this project. The person named will be the primary person contacted by City Staff for questions, needed documents, etc.*

CONTACT PERSON:

TITLE:

ADDRESS:

PHONE:

FAX:

ARCHITECT:

PHONE:

FAX:

ADDRESS:

FIRM:

ENGINEER

PHONE:

FAX:

ADDRESS:

FIRM:

ATTORNEY:

PHONE:

FAX:

ADDRESS:

FIRM:

OTHER:

PHONE:

FAX:

ADDRESS:

FIRM:

LEGAL DESCRIPTION: (Please attach)

PROJECT INFORMATION:

PROJECT/ PROPERTY ADDRESS (IF KNOWN):

PROJECT SIZE:

ACRES/SQUARE FEET

PROJECT LOCATION: (LAYPERSON TERMS)

REQUIRED ATTACHMENTS:

The following items are required to be attached before it may be processed. Applications deemed by City staff to be incomplete will be returned to the applicant. Required checklists can be obtained from the Community Development Department.

Checklists must be filled out completely and returned with this application, along with all other required submittals. Please place a check mark the appropriate line(s) to indicate which checklists have been included with this application.

_____ **SITE PLAN**, all items included on the Site Plan checklist

_____ **DEVELOPMENT PLAN**, all items included on the Development Plan checklist

_____ **REZONING REQUEST**, all items included on the Rezoning Request checklist

_____ **PRELIMINARY PLAT**, all items included on the Preliminary Plat checklist

_____ **FINAL PLAT**, all items included on the Final Plat checklist

CERTIFICATION:

An application may be filed only by the owner(s) of the property or by a person with the power of attorney from the owner authorizing the application, or by the attorney-at-law representing the owner. Indicate your authority.

I/we _____ being duly sworn, depose and say that I/we, am/are the owner/owners of part (or all) of the property involved and that this application has been prepared in compliance with the requirements of the City of Altoona Municipal Code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge.

Signature

(please print)

Signature

(please print)

Mailing Address:

Subscribed and sworn to before me on this ____ day of _____ 200_,

Notary Public