

**ALTOONA COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FORM – DEVELOPMENT PLAN**

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. In addition, I/we authorize the City of Altoona to erect and install a notification sign on the subject property to inform the general public of the upcoming public hearing pursuant to Chapter 170.04.

\_\_\_\_\_  
Signature (please print)

Mailing Address:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said state, personally appeared \_\_\_\_\_, to me known to be the identical person named in and who executed the foregoing instrument, and acknowledged that such person executed the same as the voluntary act and deed of such person.

\_\_\_\_\_  
Notary Public in and for  
\_\_\_\_\_ County and \_\_\_\_\_ State