Planner's Name:	**SUBMITTAL CHECKLIST**	Date:
	VARIANCE	Expiration Date: 6 months from date above

Location: | Project Name:

Date Received: _____

Receipt #: _____

File #: _____

ITEMS	DISTRIBUTION																														
DESCRIPTION & SSID REFERENCE	● City Community Development	● City Development Engineer	○ City Utility Engineer	○ City Surveyor	○ City Parks/Recreation	● City Attorney	○ City Fire Dept / Clifton Fire Dept	○ City Downtown Dev. Authority	● City Code Enforcement	○ City Transportation Engineer	○ City G.J. Planning Commission	○ City Council	○ City Board of Appeals	○ County Planning	○ Urban Trails	○ Other															Total required
Application Fee(s)	1																														
● Development Application Form* III-1-2, IV-1-5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1															
● Submittal Checklist* III-1 & IV-4	1																														
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1															
● Ownership Statement* IV-3, #14																															
● Location Map V-12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1															
● General Project Report VI-3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1															
● Site Sketch V-24	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1															
● Legal Description IV-4, #15	1			1																											

SAMPLE

Notes: * An asterisk in the item description column indicates that a form is supplied by the City and available on the City website.