

Concurrent Review Requests can now be submitted digitally to the 911 Addressing Office. If you choose, you may fill out the form digitally and press the Email Form button to submit

### REQUEST FOR CONCURRENT REVIEWS

I, (owner, agent)(print) \_\_\_\_\_, request concurrent review of my Site Plan application and my Building Plan application. I understand that the Building Permit will not be issued until an approved Site Plan has been released and the building plans have been approved. I understand that my building plan review will expire 180 days after submittal if a building permit is not issued by this deadline and I will have to submit a new Commercial Building Plan application. If an approved site plan has not been issued at the end of this 180 day period, I will request an extension to the site plan.

My signature attests to the fact that I understand if any changes are required, the site plan and building plans will have to be revised so that they match and that such changes will add to the project review time and possibly required additional fee.

**By checking the box and initialing below**, I certify that I have read and agree with the above statements.

\_\_\_\_\_ Please enter your initials to verify your identity. \_\_\_\_\_ Date

---

All of the following information must be provided:

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Proposed Occupancy (use): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Tax Parcel I.D. Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Site Plan Case Number: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Name of Owner or Agent (print): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

---

### FOR ADDRESSING STAFF USE

The correct address is: \_\_\_\_\_

**By checking the box and initialing below**, I certify that I have verified the above address to be correct.

\_\_\_\_\_ Please enter your initials to verify your identity. \_\_\_\_\_ Date