**Planning & Engineering Project File**

|  |  |
| --- | --- |
| **Project Number:** | **Project Location:** |
| **Project City:** | **Cross Street:** |
| **Owner Name:** | **Owner Address:** |
| **City, State, Zip:** | **Owner Phone(s):** |
| **Agent Name:** | **Agent Address:** |
| **City, State, Zip:** | **Agent Phone(s):** |
| **Project Description:** | |

|  |  |
| --- | --- |
| **Form/Assignment** | |
|  | Development Plan |
|  | Minor Use Permit |
|  | Lot Line Adjustment |
|  | Special Events |
|  | Certificate of Compliance |
|  | Parcel Map (Subdivision <5) |
|  | Tract Map (Subdivision >5) |
|  | Fire Safety Plan (FSP) |
|  | Other |

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Inspector** |
| Database Entry |  |  |
| Tidemark Review |  |  |
| Pre-Application Meeting |  |  |
| Site Visit |  |  |
| Project Plan Referral/FSP |  |  |
| Development Review Letter |  |  |
| E.I.R. |  |  |
| Project Final |  |  |
| Tidemark Final |  |  |

Comments: