

HEARING BOARDS

CLOSURE (R-1 & R-2) APPLICATION CHECKLIST

Reviewer Name

Review Date

Applicant Name and Contact Info

Location/Project Name

Public Alleys:

- Yes No N/A Completed application
- Yes No N/A Legal of all parcels abutting the alley
- Yes No N/A Current list of all owners who abut the alley
- Yes No N/A Proof of ownership of applicant
- Yes No N/A Statement from applicant regarding use of alley

Private Alleys:

- Yes No N/A Completed application by all property owners
- Yes No N/A Current survey of alley, including abutting parcels
- Yes No N/A Proof of ownership of all abutting owners
- Yes No N/A Releases from all utility companies
- Yes No N/A Statement from applicant regarding use of alley

Additionally:

- Yes No N/A Code Enforcement violation(s)
- Yes No N/A Proof of Lobbyist Registration
- Yes No N/A Current Photos
- Yes No N/A Recorded Warranty Deed/Tax Records
- Yes No N/A Affidavit of Authority to Act
- Yes No N/A Disclosure of Ownership of all owners
- Yes No N/A Disclosure to Support or Withhold Objection
- Yes No N/A All questions answered
- Yes No N/A Paid receipt

*If pertinent information above is missing, all documents must be returned to applicant.

*If all pertinent information is presented, date stamp and initial the application.