

## HEARING BOARDS

### CLOSURE (COMMERCIAL) APPLICATION CHECKLIST

Reviewer Name	Review Date
Applicant Name and Contact Info	Location/Project Name
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One 24 x 36" copy of the Tentative Plat
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One 8 ½ x 11" copy of the Tentative Plat
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One 24 x 36" original sketch of survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One 8 ½ x 11" original sketch of survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Two (2) 11x17" original surveys dated within six months
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One 8½x11" copy of the survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Opinion of Title
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Letter from Public Works
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Code Enforcement violation(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Proof of Lobbyist Registration
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Current Photos
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Recorded Warranty Deed/Tax Records
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	"Exhibit A" to match with survey
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Affidavit of Authority to Act
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure of Ownership of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure to Support or Withhold Objection
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certified list of adjacent owners within 500 feet
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certificate from Tallahassee of all owners dated within 1 year
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Corporate Resolution or Power of Attorney of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Non-profits: List of Board of Directors of all owners
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosure of Ownership of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certificate from Tallahassee of all contract purchasers dated within 1 year
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Corporate Reso or Power of Attorney of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Non-profits: List of Board of Directors of all contract purchasers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All applicable addresses/location indicated
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.