



PLANNING
Development Services Department

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for
Design Review – House Products Case Number: DR

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package:

- Required:**
- | | Yes | No | |
|-----|-------------------------------------|--------------------------|---|
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed Master Application |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Service Request (SR) Number: <u>SR</u> |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Owner's Signature on Master Application |
| 4. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Narrative (3 copies) |
| 5. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Individual Site/Landscape Plans/Plant List, sizing), 11" x 17".(3 copies) |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor Plans – Blue or Blackline Prints, 11" x 17", to scale (3 copies) |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | B&W Elevations – All Sides of each Model, 11" x 17", to scale (3 copies) |
| 8. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Color Elevations – All Sides of each Model, 11" x 17", to scale (3 copies) |
| 9. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Material and Color Palette Sheet/Board – 11" x 17", to scale (1 copy) |
| 10. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Filing Fee: \$ <u>29.51</u> per lot x <u> </u> lots = \$ <u> </u> |

Printed Name	Signature
Company	Date
Email address	

If you have questions regarding the items on this checklist, contact your project planner.

Project Planner	(623) _____ Phone
Email Address <u>@glendaleaz.com</u>	