

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Owner's Affidavit:

File name: AS-OwnersAff.pdf

Survey: A survey that includes the approximate location of all known utilities, and a legal description of all property proposed for abandonment, closure, or release of easement;

File name: SP-BoundarySur.pdf

Project Narrative: Narrative description of the request and the basis for it.

File name: AS-ProjectNar.pdf

Support Letter(s): Letter of support from each abutting property owner, or a statement setting forth the reason such letter of support is not available. (not required for a release of easement).

File name: AS-SupportLtr.pdf