



Request for Concurrent Reviews

Concurrent Review Requests can now be submitted electronically to the 911 Addressing Office: *Open with Internet Explorer, then [Click Here to Save](#) and continue.*

I, (*owner, agent: print*) _____, request concurrent review of my Site Plan application and my Building Plan application. I understand that the Building Permit will not be issued until an approved Site Plan has been released and the building plans have been approved. I understand that my building plan review will expire one year after submittal if a building permit is not issued by this deadline and I will have to submit a new Commercial Building Plan application. If an approved site plan has not been issued at the end of this one-year period, I will request an extension to the site plan.

My signature attests to the fact that I understand if any changes are required, the site plan and building plans will have to be revised so that they match and that such changes will add to the project review time and possibly required additional fee.

By checking the box and initialing below, I certify that I have read and agree with the above statements.

_____ *Please enter your initials to verify your identity.* Date: _____

All of the following information must be provided:

Name of Project: _____

Address of Project: _____

Proposed Occupancy (*use*): _____

Legal Description: _____

Tax Parcel I.D. Number: _____ Zoning: _____

Site Plan Case Number: _____

Case Manager: _____

Name of Owner or Agent (*print*): _____

Phone Number: _____ Fax Number: _____

For Addressing Staff Use Only

The correct address is: _____

By checking the box and initialing below, I certify that I have verified the above address to be correct.

_____ *Please enter your initials to verify your identity.* Date: _____