

NARRATIVE REPORT
(MUST BE TYPED OR PRINTED LEGIBLY)

APPLICANT NAME: _____

ADDRESS: _____

ZONING: _____

TYPE OF REQUEST: (Please circle all that apply.)

Building permit Business license Plat approval Other: _____

TYPE OF BUSINESS: (Please circle all that apply)

Retail Wholesale Service Restaurant Other: _____

If this request is for a business license – do you plan to have a sign for your business? If yes, please complete a sign permit application as well.

WRITTEN EXPLANATION OF REQUEST: _____

Check list:

- I have completed the above narrative report.
- I have completed the appropriate paperwork in relation to my above request.
- I have turned in all proper paperwork to city hall by 12 noon on Wednesday, _____, 20__ to be added to agenda.
- I will attend the council meeting, which is on Wednesday, _____, 20__ following my paperwork being turned into city hall.

Signature of applicant: _____ Date: _____

Official Use ONLY:

Reviewed by: City Clerk -

Meets Zoning: YES NO

Reviewed by: Code Enforcement -

Date: _____