

**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: \_\_\_\_\_