

Administrative Adjustment Application Checklist

(Applications will be processed only when all required items are submitted.)

Submit **1 set of plans** (not to exceed 1" = 60' scale) and **1 PDF** of the following:

<i>Check Off</i>		<i>City Use Only</i>
_____	Proof of ownership of the property	_____
_____	Existing and proposed legal descriptions for the property provided as Word document(s)	_____
_____	One large-scale paper copy and one digital submission of a survey prepared and signed by a registered land surveyor which includes: <ul style="list-style-type: none"> (1) North arrow, scale and date of preparation (2) Proposed name of subdivision (3) Original and proposed lot boundaries and dimensions (4) Acreage of site (5) Existing and proposed lot areas (6) Layout, numbers and dimensions of parcels (7) Location and dimensions of existing structures on the site (8) Location and dimensions of curb cuts and driveways (9) Street layout on and adjacent to subdivision (10) Existing and proposed easement locations, including legal descriptions and graphic depictions of all easements (11) Significant topographical or physical features 	_____
_____	Completed application form signed by property fee owner(s)	_____
_____	Application fee check (payable to the City of Shorewood) or cash: \$1,500 (\$500 fee + \$1,000 escrow deposit)	_____

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning code. This may include (but is not limited to) wetland delineations, traffic studies, etc.