**City of Mount Vernon**  
**Zoning Board of Appeals**  
**Application Materials Checklist and Submission Review**

**Development Name:** ____________________________  
**Application Type:**  
- [ ] New  
- [ ] Amended  
- [ ] Extension of Time  
**Location:** ____________________________

**Map Page:** ____________  
**Block:** ____________  
**Lot(s):** ____________

**Applicant Representative:** ____________________________

**Mailing Address:** ____________________________________________

- **Phone #:** ____________  
- **Fax #:** ____________  
- **E-Mail:** ____________________________

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**Required Items** | **Provided** | **Staff Review**
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1. One (1) original copy of completed, signed and notarized application form | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
2. One (1) original copy of the Plan Examiner’s Report, issued by the Building Department | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
3. One (1) original copy of the Information/Violation Search, issued by the Building Department | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
4. One (1) original copy of Certificates of Occupancy issued by the Building Department | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
5. One (1) original copy of completed and signed Environmental Assessment Forms | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
6. One (1) original copy of the Statement of Principal Points including a detailed description of all proposed uses on the site | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
7. One (1) copy of past Zoning Board Findings of Fact, Planning Board Resolutions or Architectural Review Board Decisions | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
8. One (1) copy of current Zoning Board Findings of Fact, or Architectural Review Board proof of filing | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
9. One (1) set of color photographs depicting four (4) views of the property | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
10. One (1) copy of signed and sealed plot plans | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
11. One (1) copy signed and sealed surveys | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
12. One (1) copy of signed and sealed floor plans showing all floor space by type of use and floor level | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
13. A copy of signed and sealed building elevations | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
14. Application Fee | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision  
15. Provide Financial Evidence | ☐ Yes ☐ No | ☐ Item provided ☐ Not required  
☐ Statement of Non-Provision

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Reviewed by: ____________________________  
**Date:** ____________________________

**Calendar Number Assigned:** ____________________________  
**MVP CD Revised 01-15-13**