

Hillsborough County Florida

LAND USE HEARING OFFICER VARIANCE REPORT

APPLICATION NUMBER: VAR 22-0350

LUHO HEARING DATE: June 21, 2022

CASE REVIEWER: Kim King

REQUEST: The applicant is requesting variances for reduced setbacks for all signage, additional square footage for 1 monument sign and a reduction in the distance separation between 2 signs.. The proposed signage will replace the existing signage on the subject site. This variance request is for Lexus located on the corner of N. Dale Mabry Hwy. and Idlewild Ave.

VARIANCE(S):

Per Section 7.03.00.C.1.c of the LDC requires a monument sign at 4 ft. high to have a 15 ft. setback from each right-of-way line and for every 1 ft. you increase the height you must increase the setback 1 ft.

Per Section 7.03.00.C.2.a & b allows this parcel to have either 5 signs at 50 sq. ft. per side/100 sq. ft. total or 1 sign at 100 sq. ft. per side/200 sq. ft. total.

Variance #1

The applicant is requesting a 22 ft.5 in. setback variance for monument sign A placing the sign at a 13 ft. 5 in. setback from the right-of-way line.

Variance #2

The applicant is requesting a 16 ft. 1 in. setback variance for monument sign B placing the sign at a 19 ft. 9 in. setback from the right-of-way line

Variance #3

The applicant is requesting an additional 30 sq. ft. of sign area for monument sign B to allow a total of 130 sq. ft. of sign area.

Variance #4

The applicant is requesting a 9 ft. 7 in. setback variance for 2 monument directional signs, one on Idlewild Ave. and one at the north side of the driveway on N. Dale Mabry Hwy. placing these signs at a 5 ft. 5 in setback. A 9 ft. 2 in. setback variance is also required for the monument directional sign on the south side of the drive on N. Dale Mabry Hwy. placing the sign at a 4 ft. 10 in. setback.

Variance #5


The applicant is requesting a 121 ft. variance to the required 150 ft. distance separation for the 2 monument directional signs on Dale Mabry Hwy. placing them at 29 ft. apart.

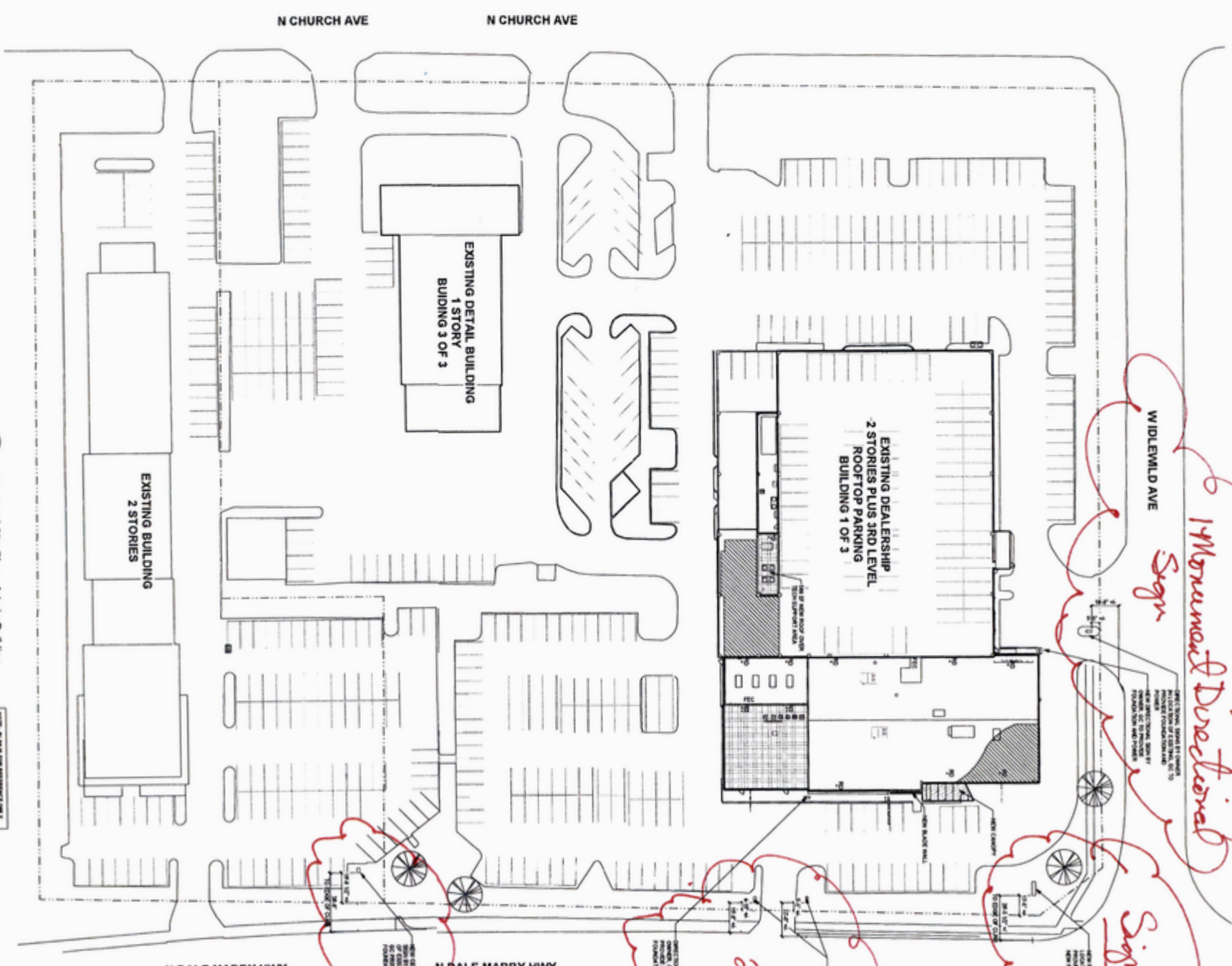
FINDINGS:

None.

DISCLAIMER:

The variance listed above is based on the information provided in the application by the applicant. Additional variances may be needed after the site has applied for development permits. The granting of these variances does not obviate the applicant or property owner from attaining all additional required approvals including but not limited to: subdivision or site development approvals and building permit approvals.

ADMINISTRATOR'S SIGN-OFF

Attachments: Application Site Plan Petitioner's Written Statement Current Deed



Architectural Site Plan - Admin Building

DATE: 2/22/2022 4:11:48 PM

PRAXIS3
architectural • interdisciplinary design

100 Peachtree St NW
Atlanta, GA 30303
404-525-4000
404-525-4001 fax
404-519-9000 cell
www.praxis3.com

PROJECT NO: 22-0350
DATE: 2/22/2022
DRAWN: []
CHECKED: []
APPROVED: []

CLIENT:
AutoNation, Inc.

200 SW 1st Ave
Fort Lauderdale, FL 33301
Project Number: 15002
Project Name:
Lexus of Tampa

1504 North Dale Mabry
Tampa, Florida 33614

Sheet Title:
Architectural Site Plan - Admin Building

Sheet Number:
ASP 1.2

VAR 22-0350

VARIANCE REQUEST

- Project Narrative: In the space below describe the variance including any history and/or related facts that may be helpful in understanding the request. This explanation shall also specifically identify what is being requested (*e.g. Variance of 10 feet from the required rear yard setback of 25 feet resulting in a rear yard of 15 feet*). If additional space is needed, please attach extra pages to this application.

Variance to setback for the two (2) freestanding signs

Variance for additional square footage for one (1) freestanding sign

Variance to allow replacement directional signs

The freestanding sign on the north end of the property, we are requesting a setback of 20'.

The freestanding sign on the south end of the property, we are requesting a setback of 14'.

- A Variance is requested from the following Section(s) of the Hillsborough County Land Development Code:

ADDITIONAL INFORMATION

- Have you been cited by Hillsborough County Code Enforcement? No Yes _____
If yes, you must submit a copy of the Citation with this Application.

- Do you have any other applications filed with Hillsborough County that are related to the subject property?
No Yes _____ If yes, please indicate the nature of the application and the case numbers assigned to the application(s): _____

- Is this a request for a wetland setback variance? No Yes _____
If yes, you must complete the *Wetland Setback Memorandum* and all required information must be included with this Application Packet (Attachment A).

- Please indicate the existing or proposed utilities for the subject property: N/A
Public Water _____ Public Wastewater _____ Private Well _____ Septic Tank _____

- Is the variance to allow a third lot on well and/or septic or non-residential development with an intensity of three ERC's? No Yes _____ If yes, you must submit a final determination of the "Water, Wastewater, and/or Reclaimed Water – Service Application Conditional Approval – Reservation of Capacity" prior to your public hearing (form may be obtained from **19th floor County Center**).

VARIANCE CRITERIA RESPONSE

You must provide a response to each of the following questions. If additional space is needed, please attach extra pages to this application.

1. Explain how the alleged hardships or practical difficulties are unique and singular to the subject property and are not those suffered in common with other property similarly located?
This location has been developed and we are simply looking to replace the existing signage with new in the same location as existing. The new updated branding of Lexus will be utilized and no new signage is being requested.

2. Describe how the literal requirements of the Land Development Code (LDC) would deprive you of rights commonly enjoyed by other properties in the same district and area under the terms of the LDC.
Literal requirements of the LDC would deprive us as the site can not accommodate the setback requirement due to how the property is being utilized and all other properties have freestanding signage. Regarding the additional square footage, we are simply asking for an increase in order to assist the public with the correct entrance as this is an extremely large property. Finally, the directional signs are for navigating the property and we are looking to bring them up to the standard of the property.

3. Explain how the variance, if allowed, will not substantially interfere with or injure the rights of others whose property would be affected by allowance of the variance.
The variance would not substantially interfere with any other property owners or individuals as this request is to update the existing signage in the same location as existing. We are simply requesting to update the branding of this location and to make signage more aesthetically pleasing and fit with the new design of Lexus.

4. Explain how the variance is in harmony with and serves the general intent and purpose of the LDC and the Comprehensive Plan (refer to Section 1.02.02 and 1.02.03 of the LDC for description of intent/purpose).
The request is in harmony with the intent and purpose of the LDC, We are simply updating the exterior signage to meet the design of Lexus of Tampa Bay and improving the property and the surrounding area.

5. Explain how the situation sought to be relieved by the variance does not result from an illegal act or result from the actions of the applicant, resulting in a self-imposed hardship.
This request is not a result of actions by the applicant, this request is to keep the existing signage in the current place and update it accordingly to the branding standards for Lexus of Tampa Bay. We are looking to make the property more user friendly and update the location.

6. Explain how allowing the variance will result in substantial justice being done, considering both the public benefits intended to be secured by the LDC and the individual hardships that will be suffered by a failure to grant a variance.
Allowing approval of the variance will result in justice being done by allowing this business to update their branding requirements and to make the property more user friendly and allowing the area to be brought to a higher standard.



Additional / Revised Information Sheet

Office Use Only		
Application Number:	Received Date:	Received By:

The following form is required when submitted changes for any application that was previously submitted. A cover letter must be submitted providing a summary of the changes and/or additional information provided. If there is a change in project size the cover letter must list any new folio number(s) added. Additionally, **the second page of this form must be included indicating the additional/revised documents being submitted with this form.**

Application Number: VAR22-0350 Applicant's Name: Jennifer Ronneburger

Reviewing Planner's Name: Carmen Mason Date: 04/26/22

Application Type:

- Planned Development (PD) Minor Modification/Personal Appearance (PRS) Standard Rezoning (RZ)
- Variance (VAR) Development of Regional Impact (DRI) Major Modification (MM)
- Special Use (SU) Conditional Use (CU) Other _____

Current Hearing Date (if applicable): 05/23/2022

Important Project Size Change Information

Changes to project size may result in a new hearing date as all reviews will be subject to the established cut-off dates.

Will this revision add land to the project? Yes No

If "Yes" is checked on the above please ensure you include all items marked with * on the last page.

Will this revision remove land from the project? Yes No

If "Yes" is checked on the above please ensure you include all items marked with + on the last page.

Email this form along with all submittal items indicated on the next page in pdf form to:

ZoningIntake-DSD@hcf.gov

Files must be in pdf format and minimum resolution of 300 dpi. Each item should be submitted as a separate file titled according to its contents. All items should be submitted in one email with application number (including prefix) included on the subject line. Maximum attachment(s) size is 15 MB.

For additional help and submittal questions, please call (813) 277-1633 or email ZoningIntake-DSD@hcf.gov.

I certify that changes described above are the only changes that have been made to the submission. Any further changes will require an additional submission and certification.



Signature

04/26/2022

Date



**Hillsborough
County Florida**
Development Services

Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to [Chapter 119 Florida Statutes](#), all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications. If your application requires a public hearing and contains sensitive/protected information, please contact [Hillsborough County Development Services](#) to determine what information will need to be disclosed as part of the public hearing process.

Additionally, parcels exempt under [Florida Statutes §119.071\(4\)](#) will need to contact [Hillsborough County Development Services](#) to obtain a release of exempt parcel information.

Are you seeking an exemption from public disclosure of selected information submitted with your application pursuant to Chapter 119 FS? Yes No

I hereby confirm that the material submitted with application _____

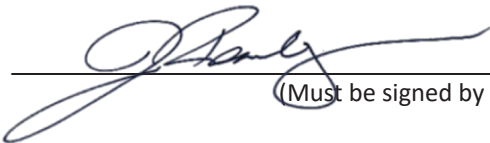
Includes sensitive and/or protected information.

Type of information included and location _____

Does not include sensitive and/or protected information.

Please note: Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the applicant can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: 
(Must be signed by applicant or authorized representative)

Intake Staff Signature: _____ Date: _____



Additional / Revised Information Sheet

Please indicate below which revised/additional items are being submitted with this form.

Included	Submittal Item
----------	----------------

- | | | |
|----|-------------------------------------|---|
| 1 | <input type="checkbox"/> | Cover Letter** If adding or removing land from the project site, the final list of folios must be included |
| 2 | <input checked="" type="checkbox"/> | Revised Application Form** |
| 3 | <input checked="" type="checkbox"/> | Copy of Current Deed* Must be provided for any new folio(s) being added |
| 4 | <input checked="" type="checkbox"/> | Affidavit to Authorize Agent* (If Applicable) Must be provided for any new folio(s) being added |
| 5 | <input checked="" type="checkbox"/> | Sunbiz Form* (If Applicable) Must be provided for any new folio(s) being added |
| 6 | <input checked="" type="checkbox"/> | Property Information Sheet** |
| 7 | <input type="checkbox"/> | Legal Description of the Subject Site** |
| 8 | <input type="checkbox"/> | Close Proximity Property Owners List** |
| 9 | <input checked="" type="checkbox"/> | Site Plan** All changes on the site plan must be listed in detail in the Cover Letter. |
| 10 | <input type="checkbox"/> | Survey |
| 11 | <input type="checkbox"/> | Wet Zone Survey |
| 12 | <input type="checkbox"/> | General Development Plan |
| 13 | <input type="checkbox"/> | Project Description/Written Statement |
| 14 | <input type="checkbox"/> | Design Exception and Administrative Variance requests/approvals |
| 15 | <input type="checkbox"/> | Variance Criteria Response |
| 16 | <input type="checkbox"/> | Copy of Code Enforcement or Building Violation |
| 17 | <input type="checkbox"/> | Transportation Analysis |
| 18 | <input type="checkbox"/> | Sign-off form |
| 19 | <input type="checkbox"/> | Other Documents (please describe): |

*Revised documents required when adding land to the project site. Other revised documents may be requested by the planner reviewing the application.

+Required documents required when removing land from the project site. Other revised documents may be requested by the planner reviewing the application.

OR
BOOK 6617 PAGE 1427

5/21

This instrument was prepared
by and should be returned to:
THOMAS N. HENDERSON, III, Esq.
Hill, Ward & Henderson, P.A.
Barnett Plaza, Suite 3700
101 East Kennedy Boulevard
Tampa, Florida 33602

Documentary Tax Pd - F.S. 201.02 \$ 10,800.00
Documentary Tax Pd - F.S. 201.08 \$
Intangible Tax Pd - F.S. 199 \$
Richard Ake, Clerk Hillsborough County
By: [Signature] Deputy Clerk

SPECIAL WARRANTY DEED

RICHARD AKE
CLERK OF DISTRICT COURT
HILLSBOROUGH COUNTY

THIS SPECIAL WARRANTY DEED is made and entered into this 20th day of May, 1992, by and between J. I. WOOLEY a/k/a JEFFREY I. WOOLEY, whose mailing address is 9210 Adamo Drive, Tampa, Florida 33619 (hereinafter called the "Grantor"), and STADIUM PROPERTIES, INC., a Florida corporation, whose mailing address is 5088 North Dale Mabry, Tampa, Florida 33614, and whose Federal Tax Identification Number is 59-3101900 (hereinafter called the "Grantee").

WITNESSETH:

The Grantor, for and in consideration of the sum of Ten and No/100ths Dollars (\$10.00) and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, conveys, remises, releases and transfers unto the Grantee all that certain land situated in Hillsborough County, Florida, to-wit:

See Exhibit A attached hereto and made a part hereof by reference as if fully set forth herein.

SUBJECT TO those matters set forth on Exhibit B attached hereto and made a part hereof by reference as if fully set forth herein.

Property Appraiser's Tax Folio Nos.: 29276.0000, 29274.0000 and 107629.0000.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in fee simple forever.

The Grantor does hereby covenant that it warrants and will defend the same against the lawful claims of all persons whomsoever claiming by, through or under the Grantor but against none other; subject, however, to those matters listed on Exhibit B attached hereto.

The Grantor expressly reserves unto himself a (i) permanent drainage easement and (ii) a permanent utility easement in, on, over, across and under Parcel V as described on Exhibit A together with the right to install, construct, maintain, relocate, replace, remove, repair, reconstruct and use any and all lines, conduits, laterals, grates, inlets, pipes and related facilities and appurtenances which now or may hereafter exist for the benefit of all or any part of that

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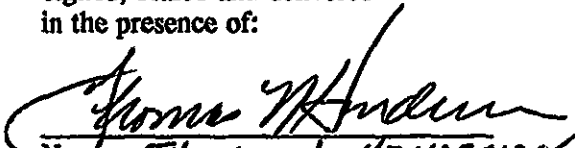
92112579

property presently owned by the Grantor and described on Exhibit C attached hereto and made a part hereof by reference as if fully set forth herein. The easement rights reserved unto the Grantor by this paragraph shall also afford the Grantor with a continued right to use Parcel V for drainage and utility purposes, and the Grantor shall have the right to enter upon Parcel V at any time for the purposes reserved herein by the subject easements. The rights, privileges and benefits afforded to the Grantor by this paragraph shall inure to the benefit of the Grantor, his heirs, personal representatives, successors and assigns and shall run as a benefit to the land described on Exhibit C.

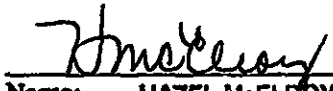
The Grantor warrants that the land is not now, nor has it ever been, the homestead property of the Grantor, who, in fact, resides and makes his permanent address at 10000 Lindelaan, Tampa, Florida 33618.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed the day and year first above written.

Signed, sealed and delivered in the presence of:



Name: THOMAS N. HENDERSON
(Type or Print Name)

 (Seal)
J. I. WOOLEY a/k/a JEFFREY I. WOOLEY


Name: HAZEL McELROY
(Type or Print Name)

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 20th day of May, 1992, by J. I. WOOLEY a/k/a JEFFREY I. WOOLEY, who did not take an oath and who is personally known to me.


Notary Public
HAZEL McELROY
(Type, Print or Stamp Name)

My Commission Expires:



HAZEL McELROY
MY COMMISSION EXPIRES
April 23, 1993

EXHIBIT A

O.R.
BOOK 6617 PAGE 1429

PARCEL I:

The South 130 feet of the Southwest 1/4 of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida, Less road right of way and less the South 30 feet thereof.

PARCEL II:

The South 130 feet of the East 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida, Less road right of way and less the South 30 feet thereof.

PARCEL III:

The North 115.00 feet of the South 245.00 feet of the East 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 33, Township 28 South, Range 18 East, Less road right of way for State Road #597 (Dale Mabry Highway), all lying and being in Hillsborough County, Florida.

PARCEL IV:

The North 11 feet of the South 141 feet of the Southwest 1/4 of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida, Less road right-of-way.

PARCEL V:

A tract of land lying in the Southeast 1/4 of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida, more particularly described as follows:

Commence at the Northwest corner of the South 245.0 feet of the East 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 33 for a Point of Beginning:

Thence North 00 degrees 17 minutes 21 seconds East along the West boundary of the East 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 33, a distance of 38.15 feet; thence South 89 degrees 25 minutes 02 seconds East, a distance of 140.01 feet; thence South 37 degrees 26 minutes 32 seconds East, a distance of 46.66 feet to a point on the North boundary of the South 245 feet of the East 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 33; thence North 89 degrees 53 minutes 25 seconds West along said North boundary, a distance of 168.56 feet to the Point of Beginning.

PARCEL VI:

The North 206.23 feet of the East 98.9 feet of Lot "F", Block 2, Re-Plat of Drew Park, according to the Plat thereof on file in the Office of the Clerk of the Circuit Court, in and for Hillsborough County, Florida, recorded in Plat Book 29, page 72; said lands situate lying and being in Hillsborough County, Florida.

EXHIBIT B

1. Taxes and assessments for the year 1992 and subsequent years.
2. Matters of survey.
3. Zoning, environmental and all other building and other regulations, laws, ordinances, notices, orders, rules, permits, restrictions, codes, and requirements of any governmental authorities, federal, state, county, local or otherwise.
4. Drainage Easement as set forth in instrument dated January 9, 1986, recorded July 1, 1986, in Official Records Book 4850, page 1952, of the Public Records of Hillsborough County, Florida.
(as to Parcels I and II)
5. Easement granted to Tampa Electric Company contained in instrument dated June 17, 1987, recorded July 14, 1987 in Official Records Book 5175, page 740, of the Public Records of Hillsborough County, Florida.
(as to Parcels I and II)
6. Restrictive covenants and restrictive conditions which do not embody and are not accompanied by a right of reverter appearing in Restriction Agreement recorded April 25, 1949 in Deed Book 1521 on page 510 of the Public Records of Hillsborough County, Florida.
(as to Parcel VI)
7. Reservation of all fissionable materials, together with the right to enter upon the land and prospect for, mine and remove the same, unto the United States of America in Deeds recorded in Deed Book 1519, page 442 and in Deed Book 1521, page 284, of the Public Records of Hillsborough County, Florida; also reservation unto the United States of America in said Deeds of the main or trunk lines of all utility systems and all easements necessary for the operation, maintenance, repair and removal of said utility systems.
(as to Parcel VI)
8. Terms and Conditions of Agreement, dated September 14, 1949, recorded in Deed Book 1553, page 325; modified by Deed, dated December 30, 1949, recorded in Deed Book 1553, page 334, of the Public Records of Hillsborough County, Florida, by and between City of Tampa and Joe L. Moore and Co., pertaining to water system and sanitary sewer system and which agreement provides among other things, that property owners will pay to said City when assessments become due and payable such reasonable charges as may be made by the City for sanitary sewer disposal services, which reasonable charges shall be based, so far as possible, upon the actual cost of the maintenance and operation of the sanitary sewer disposal system in Drew Park Subdivision; and the owner shall not install or use on the land any septic tank, cesspool, or any other method of sanitary sewer system located in Drew Park Subdivision. (See Deed Book 1555 on page 353, Public Records aforesaid for transfer of water and sewer system to City of Tampa).
(as to Parcel VI)

EXHIBIT C

The following described property constitutes the land of the Grantor which is benefited by the easements reserved herein by the Grantor. This property IS NOT being conveyed to the Grantor by this Special Warranty Deed.

The East 82 ½ feet of the East 165 feet of the North 215 feet of the South 380 feet of the North ¾ of the East ¼ of the West ¾ of the NW ¼ of the SE ¼ of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida.

AND

The South 710 feet of the East ¼ of the NW ¼ of the SE ¼ of Section 33, Township 28 South, Range 18 East, LESS the South 245 feet thereof, AND LESS that portion of said property lying within the right-of-way of Dale Mabry Highway also known as State Road No. 597.

LESS AND EXCEPT the following:

A tract of land lying the Southeast ¼ of the Southeast ¼ of the Northwest ¼ of the Southeast ¼ of Section 33, Township 28 South, Range 18 East, Hillsborough County, Florida, more particularly described as follows:

Commence at the Northwest corner of the South 245.0 feet of the East ¼ of the Northwest ¼ of the Southeast ¼ of said Section 33 for a Point of Beginning:

Thence North 00 degrees 17 minutes 21 seconds East along the West boundary of the East ¼ of the Northwest ¼ of the Southeast ¼ of said Section 33, a distance of 38.15 feet; thence South 89 degrees 25 minutes 02 seconds East, a distance of 140.01 feet; thence South 37 degrees 26 minutes 32 seconds East, a distance of 46.66 feet to a point on the North boundary of the South 245 feet of the East ¼ of the Northwest ¼ of the Southeast ¼ of said Section 33; thence North 89 degrees 53 minutes 25 seconds West along said North boundary, a distance of 168.56 feet to the Point of Beginning.



VARIANCE APPLICATION

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

You must schedule an appointment to submit this application by calling 813-272-5600.

All requirements listed on the submittal checklist must be met. **Incomplete applications will not be accepted.**

Property Information

Address: 5852 N Dale Mabry Hwy City/State/Zip: Tampa, FL 33614 TWN-RN-SEC: _____

Folio(s): 0292740000 and 0292760000 Zoning: Commercial Future Land Use: _____ Property Size: _____

Property Owner Information

Name: Gulf Management, Inc Daytime Phone: _____

Address: 5852 N. Dale Mabry Hwy City/State/Zip: Tampa, FL 33614

Email: _____ FAX Number: _____

Applicant Information

Name: GoPermit / Jennifer Ronneburger Daytime Phone: 631.882.4718

Address: 51 Meadows Drive City/State/Zip: Boynton Beach, FL 33436

Email: gopermit@gmail.com FAX Number: _____

Applicant's Representative (if different than above)

Name: N/A Daytime Phone: _____

Address: _____ City / State/Zip: _____

Email: _____ FAX Number: _____

I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF FOR THIS APPLICATION.

Jennifer Ronneburger
Signature of Applicant

Jennifer Ronneburger
Type or Print Name

I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO CURRENT AND ANY FUTURE OWNERS.

Signature of Property Owner

Type or Print Name

Office Use Only

Intake Staff Signature: _____ Intake Date: _____

Case Number: _____ Public Hearing Date: _____

Receipt Number: _____