

Project Address: _____ Parcel #: _____ Zoning: _____

Owner/Applicant Name: _____

Phone: _____ Email: _____

Client Checklist

- Preliminary Meeting with Planning & Zoning Department. Date: _____
- Internal Departmental Review Meeting Required? Date: _____
- Planning Commission/DRB Meeting. Date: _____
- Engineering and/or Stormwater Plan Review Required? _____
- City Engineer Deposit: _____ Date Paid: _____
- Erie County Deposit: _____ Date Paid: _____
- W-9 Form required if Engineering and/or Stormwater Plan Review required.
- Building Plan Approval Application with Site Plan, 3 sets of stamped plans.
- ROW Applications: Streets, Driveway aprons, sidewalks, utilities
- Water Service/Tap Application (new water line service) -or-
- Water Service Sign Up (Existing water service, change of ownership)