

# Application for Letter of Revision



Letter of Revision = \$95

Final Site Plan Name and Number: \_\_\_\_\_

Contact Person (Who should we call/write concerning this project?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Owner of Record \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant (Who is the Contact person representing?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

## SUBMITTAL REQUIREMENTS:

- The appropriate fee,
- The site plan number that the change applies to,
- A request letter describing the proposed changes from the owner or authorized agent,
- 4 copies of the plan that shows the proposed changes,
- Changes must be shown on the sheet or sheets from the **approved final site plan**, or on an 11"X17" copy of that portion of the **approved final site plan**.

### Owner/Applicant Must Read and Sign

I hereby certify that the information provided on this application and accompanying information is accurate, true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner, Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of Signatory

**FOR OFFICE USE ONLY**      LOR # \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_ By: \_\_\_\_\_

**County of Albemarle Department of Community Development**  
**401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126**