City of Santa Rosa
PLANNING & ECONOMIC DEVELOPMENT

100 Santa Rosa Avenue, Rm 3
Santa Rosa, CA 95404
Ph.: (707) 543-3200

Permit/Project No.:

PROJECT REVISION AND/OR UPDATE TRANSMITTAL FORM

THIS FORM IS TO BE USED TO SUBMIT DOCUMENTS, PLANS, AND/OR MATERIALS REQUESTED BY STAFF DURING THE REVIEW PROCESS

Type of Permit: ☐Residential ☐Commercial

Is this an issued permit? ☐Yes ☐No

General Information

Date: _____ **Phone #:** _____

Address of Property: _____ **Email:** _____

Project Name: _____

Applicant Name: _____

Action to be Taken:

☐ Review/Comments ☐ Approval ☐ Information Only

☐ Other:

Provide Name of Staff Member Requesting Material:

Narrative (REQUIRED) - Describe any revisions proposed and/or documents being submitted (include version date if applicable):

I certify that the information and/or materials provided with this submittal are accurate and correct in accordance with the directions provided by the requester.

SIGNATURE: _____

PRINT NAME: _____