



ENGINEERING DEPARTMENT  
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# Transportation Fees Commercial Review Application

Fill out the form below. Under Evidence please give clear examples as to why you believe your property should be assigned a different category of use, use the space provided on the back of this form if necessary.

Please attach all relevant evidence to this form. Such evidence may include: business records, parking lot usage, traffic studies, etc.

Submit this completed form to the Engineering Department, and pay a Reserve Deposit of \$60. Deposits will be refunded relative to actual costs incurred to evaluate the request. Please note, you will also be responsible for any additional costs incurred during the investigation of this request should those exceed the deposit amount.

You will receive notice that your application has been received, and the Engineering Director will make a determination based on the evidence provided. You will receive notice when the determination is made.

You have ten (10) days from the date of determination to send a written appeal to the City Manager for City Council review, including the filing fee of \$300.00.

## SITE INFORMATION:

Address:

Description of Business:

## CONTACT INFORMATION:

Owner Name:

Mailing Address:

Phone(s):

E-mail:

## EVIDENCE:

### THIS SECTION FOR OFFICE USE ONLY

RCVD By:

Date:

Amount RCVD: \$

Receipt #:

Response By:

Date:

**FURTHER EVIDENCE (if necessary):**

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to provide further evidence if necessary.