Application submittal checklist:

- Complete and signed Application
- Payment of $100 Application Fee
- Title Commitment – Dated no more than 30 days from submittal date
- Written statement/graphics – Provide a written statement addressing how the proposed relocation addresses the applicable review standards (Town of Berthoud municipal code section 30-9-111 6.

- Site Plan of new location–
  The plan should include the following items:
  - Applicant’s name
  - Date
  - New property address or parcel number
  - North arrow
  - Graphic scale
  - Dimensions of building’s footprint and distances to all property lines
  - Location of existing and proposed structures
  - Location of existing landscaping, parking areas, and utilities

- Digital photos showing the existing exterior of the structure on all sides –
  Date the photos and indicate the view the photo was taken from

Other documentation as may be required by the Town staff for full and complete consideration of this application.