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CITY OF LAKE HELEN  
Building Department  
**Land Alteration Permit Application**

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Date of Application: \_\_\_\_\_

Land Alteration type:       Grading     Filling     Excavation     Land Clearing     Other

Description of proposed activity to be conducted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of property: \_\_\_\_\_

Legal description of property: \_\_\_\_\_  
\_\_\_\_\_

Applicant name: \_\_\_\_\_

*Note: A notarized authorization that an agent may represent the owner is required if the applicant is other than the owner.*

Property owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact phone: \_\_\_\_\_      Email: \_\_\_\_\_

Required information to be submitted:

- 1 Property boundary survey
- 2 Site plans including areas of proposed land alteration depicting original contours and proposed contours
- 3 Any County, State or Federal Agency permit/approval required for the project

Applicant signature: \_\_\_\_\_      Date: \_\_\_\_\_

Fee amount: \_\_\_\_\_      Date: \_\_\_\_\_

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Application:       Approved     Denied     Modified → \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_