



TOWN OF
Princess Anne

TOWN OF PRINCESS ANNE

REQUEST FOR SERVICES

1. **JOB/PROJECT NAME** (EXAMPLE: "SMITH RESIDENCE"):

2. **SERVICE ADDRESS** (THE PROPERTY AT WHICH YOU ARE SEEKING SERVICE):

3. **MAP, GRID, PARCEL, LOT** (OF PARCEL(S) SEEKING SERVICE):

4. **TYPE AND DESCRIPTION OF SERVICE REQUESTED:**

- ZONING CERTIFICATE BUILDING PERMIT USE & OCCUPANCY PERMIT
 SUBDIVISION SPECIAL EXCEPTION SITE PLAN VARIANCE OTHER

5. **OWNER INFORMATION** (OWNER OF RECORD AS REFLECTED ON DEED TO PROPERTY):

OWNER NAME: _____

OWNER ADDRESS: _____

OWNER PHONE NUMBER: _____

OWNER EMAIL ADDRESS: _____

6. **PRIMARY CONTACT:**

(INDICATE THE PRIMARY CONTACT WITH REGARD TO THIS PROJECT. PRIMARY CONTACT MAY BE THE OWNER OR A CONTRACTOR, ARCHITECT, ENGINEER, BUILDERS OR OTHER PERSON NOMINATED BY OWNER.)

PRIMARY CONTACT NAME: _____

PRIMARY CONTACT BUSINESS NAME: _____

PRIMARY CONTACT ADDRESS: _____

PRIMARY CONTACT PHONE NUMBER: _____

PRIMARY CONTACT EMAIL ADDRESS: _____

RELATIONSHIP TO OWNER: _____

OWNER'S CERTIFICATION

I hereby certify that all information provided with this Request for Services is true and accurate to the best of my knowledge. As the Owner of the property requesting services, I understand that all fees associated with this Request for Services are due upfront.

For a major subdivision, minor subdivision, or site plan application, I acknowledge that I am also required to establish an escrow account with the Town of Princess Anne. This escrow account will be used to cover all expenses incurred during the project, including but not limited to legal fees, advertising costs, project administration, engineering review, and inspection services. I understand that the Town will notify me when the escrow account needs to be replenished. Replenishment of the escrow account is due upon receipt of notice. I further understand that final approval of the project by the Town of Princess Anne will not be granted until all fees have been paid in full and the escrow account is sufficiently funded to cover all outstanding and anticipated costs.

I understand that the expenditure of such fees is not to be considered a guarantee of service, or project approval. I further understand that even if the service is not completed (e.g., subdivision plat not recorded, or variance not approved), I am responsible for the actual costs incurred.

OWNER:

Name (printed) _____ Date _____

Name (signature) _____

Business/Company Name (If applicable) _____

Relation to Business/Company _____

WITNESS:

Name (printed) _____ Date _____

Name (signature) _____