

MEMORANDUM

TO: Cassidian and Sedgwick County

FROM: Laurie Hatfield, Black & Veatch

DATE: September 12, 2012

RE: Zoning application for County Communications Project

The following package will need to be assembled prior to submission. I would recommend putting it into a binder for easy reading by the Board.

1. Zoning application letter is in Word format. This letter will need to be put on County Letterhead.
2. Attachments:

Exhibit A (statement) – needs to be executed and notarized by the County. From there you can make copies and insert them into the application package.

Only 1 original needed

Exhibit C (zoning drawings) – these need to be printed out separately as they need to be 11 x 17 per the Code. Please print out, fold and insert in document

Exhibit D (photo sims) – these need to be printed out and inserted after the last photo (typical shelter)

Exhibit E (zoning application and signatures) – this needs to be printed out and executed. From there you can make copies and insert them into the application package.

Only 1 original needed

PHASE 1 REPORT – needs to be printed out and attached to the end of the report.

THE COUNTY REQUIRES 20 COPIES OF THIS TO BE SUBMITTED FOR THE BOARD AND REVIEW PROCESS

I WILL BE SENDING THE FILING FEE CHECK TO KIM TODAY VIA FEDERAL EXPRESS