

CHECKLIST

- ___ Meeting with Administration at CRA
- ___ Scope of work (if your project is owner builder all receipts must match this document)
- ___ Signature of City Planning and Zoning _____ Date: _____
- ___ Signature of Washington County Building Dept. _____ Date: _____
- ___ Permits (list type) _____
- ___ Photos
- ___ Color Samples (if required)
- ___ Site Plan
- ___ Proof of Insurance
- ___ Proof of Ownership (Deed or Mortgage Documentation)
- ___ Proof of Inspection (within last 6 months is acceptable)
- ___ Proof of Title Search (Property must be in Applicants Name)
- ___ Property Tax Payments
- ___ Licensed Contractor Bids (Please attain 3 Contractor Bids - Identify Preferred)
- ___ Describe Code Violations if Applicable: _____
- _____
- _____

AFTER APPROVAL

- ___ W9
- ___ Declaration of Restrictive Covenant
- ___ Grant Agreement
- ___ Check Request (Initial) Date: _____
- ___ Check Request (Final) Date: _____

For Office Use Only:	
Verified before going to the board (Initial) _____	CRA Admin Date: _____
Verified before going to the city (Initial) _____	CRA Admin Date: _____
Executive Director	
Signature: _____	Date: _____