



**CITY OF EUREKA
DEVELOPMENT SERVICES DEPARTMENT**

Community Development Division
531 K Street • Eureka, California 95501-1146
Ph (707) 441-4160 • Fx (707) 441-4202 • www.ci.eureka.ca.gov

Burn-Down Letter Request

Complete and return this form to the Community Development Department.

Legibly print all information requested below

Name of person to whom letter should be addressed: _____

EMAIL – address: _____

Send letter to: USPS – address: _____

FAX – Fax number: _____

Name of person requesting letter, if different: _____

Address of person requesting letter, if different: _____

Telephone number of person requesting letter: _____

Property Address: _____

Property APN: _____

For each structure on the property provide the following information (attach additional sheets as necessary):

Use: _____ Total sq. ft. _____ No of floors: _____ Age: _____

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✓ Attach a sketched site plan showing the general location of all structures on the property.

✓ A processing fee in the amount of \$75.00 must accompany the Burn-Down letter request.

Burn-Down letters will not be processed without the required processing fee.
Cash, Checks made payable to the "City of Eureka", or credit cards accepted (*Visa or MasterCard only*)
For Credit Card payment, contact the Community Development Department directly.

BURN-DOWN LETTERS MAY TAKE A MINIMUM OF TWO WEEKS TO PREPARE.