



LICENSE AMENDMENT APPLICATION

APPLICANT INFORMATION:

Current Licensee: _____

CONTACT FOR THIS AMENDMENT:

Last Name: _____ First Name: _____ M.I.: _____

Title: _____

Phone: _____ Fax Number: _____

E-Mail Address: _____

Applicant's Address: _____

City/State/Zip: _____

Proposed Change to License Agreement: _____

PROPERTY DESCRIPTION:

Address: _____

Tax Code: _____ Section/Township/Range: _____

I (We) enclose herewith a check made payable to: **Pima County Treasurer** in the amount of **\$500.00** as an application amendment fee in connection with the above request. I (We) understand that the enclosed \$500.00 application fee is **non-refundable** regardless of the outcome of the attempt to obtain the requested License Amendment.

Signature of Applicant

Date

AMENDMENT PROCESS

1. Your amendment request will be forwarded to the applicable County departments by Real Property Services for review. The License Amendment requires compliance with all applicable County Departments, which will be initiated by this application.
2. Upon completion of this review, the Applicant will be notified of any issues prompted from this Amendment Application. If applicable, the Applicant may have the opportunity to comply with any issues that arise and resubmit information to Real Property Services.
3. If the request is approved, a License Amendment Agreement that has been reviewed by the County Attorney's Office will be mailed to the Applicant. The Agreement should then be signed, notarized and returned to Real Property Services.
4. Real Property Services will forward the License Amendment Agreement to the Board of Supervisors or Director of Procurement for approval. The document will then be recorded by the Pima County Recorder's Office. Once this process is completed, a copy of the executed Agreement will be mailed to the Applicant.

A copy of the current License Agreement is attached for your review.

Return application, description, maps and \$500.00 check to:

Real Property Services
Attn: Aaron Mergenthal
201 N. Stone Avenue, 6th Floor
Tucson, AZ 85701-1215
Bob.beecher@pima.gov
Phone (520) 724-6624