

Administrative Processing Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Submittal Day	File Created & Given to Planner	Completeness Check by Planner*	Review Agency Packets Mailed	Legal Published Notices Mailed Sign Posted	Review Agency Comments Due	Development Review Thursday	Project Report Due
Day 1	Day 2	Day 3	Day 4	Day 25	Day 26	Day 27(approx.)	Day 42-56**

*Application stops here if deemed incomplete.

**These are total calendar days.

Submittal Day-Administrative submittals are accepted any day of the week.

File Created-Each submittal is given to the Administrative Specialist the same day it is submitted in order to create the file for the planner to review.

Completeness Check-The assigned Planner checks the application to ensure there are no missing items. If the application is deemed complete, the Planner returns the file to the Administrative Specialist and the project will proceed to Step 4. The Administrative Specialist will then mail a letter to the applicant stating the application is complete and the date the sign must be posted. If the application is considered incomplete, the Planner contacts the applicant to obtain what is needed in order to make the application complete, the application is placed on hold and will not proceed past Step 3. Once the application is deemed complete, it will proceed to Step 4. Step 8 will now be based on the date the application was deemed complete. The applicant has 44 days from submittal date to make their application complete or it will be considered withdrawn.

Review Agency Packets-The Administrative Specialist mails the packets out to the review agencies giving them 23 days to review from when the packets were mailed.

Legal Published-The legal must be published 25 days after the submittal date, if the application is considered complete.

Notices Mailed-Postcards are mailed to all property owners within the notification area informing them of the type of project, whom to contact, and when comments must be received. Postcards are sent out 25 days after submittal date.

Sign Posted-The sign noting that an application is in process must be posted 25 days after the submittal date, if the application is considered complete. Refer to your letter of completeness for the specific date.

Review Agency Comments- The date that the review agencies should have their comments to the Planner.

Development Review- The approximate date that the Planner presents the application to the Development Review Committee to get input on the application. These review meetings are held at a weekly meeting.

Project Report Due- The beginning of when the Planner is to have a decision on the application (6-8 weeks after submittal date).