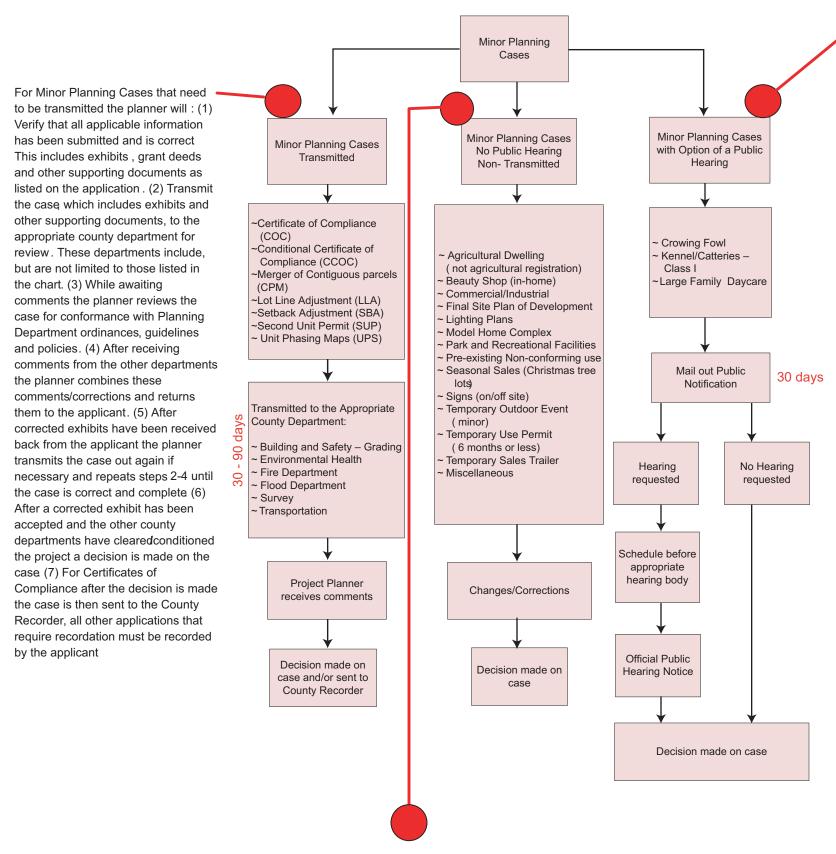
Minor Permits



For Minor Planning Cases that include the option of a public hearing the planner will: (1) Verify that all applicable information has been submitted and is correct. This includes exhibits, grant deeds and other supporting documents as listed on the application. (2) The planner reviews the case for conformance with Planning Department ordinances, guidelines and policies. (3) After review the planner requests any corrections or additional information from the applicant. (4) After corrected exhibits have been received back from the applicant, the planner repeats steps 2 and 3 until the case is correct and complete. (5) Once the case has been deemed complete public notification is mailed out to surrounding property owners. (6) a) if not hearing is requested, the case is conditioned and a decision is made. b) if a hearing is requested the planner schedules the case before the appropriate hearing body and an official public hearing notice is mailed out to the surrounding property owners. (7) A decision is made by the hearing body and the case is conditioned appropriately

For Minor Planning Cases that are non-transmitted and do not require a public hearing, the planner will: (1) Verify that all applicable information has been submitted and is correct. This includes exhibits, grant deeds and other supporting documents as listed on the application. (2) The planner reviews the case for conformance with Planning Department ordinances, guidelines and policies. (3) After review the planner requests any corrections or additional information from the applicant. (4) After corrected exhibits have been received back from the applicant, the planner repeats steps 2 and 3 until the case is correct and complete. (5) After a corrected exhibit has been accepted the planner conditions the project and a decision is made on the case