Short Plat Process Sheet for: SP-09-00013 Dicken Luft

Planner: Jeff Watson | Date: 8/4/2009

Application Submitted On: 6/24/2009 | Deem Complete On or By: 7/22/2009 28

Done	N/A	Date	Action				Comments
X		8/4/2009	Create Master File,Web Site File, SDE, Layerfile, Area Map & AP to Master				Area Map 1:24,000 - AP 1:5,000
X		8/4/2009	Scan Application, Prelim Plat, ROS and or Plat Surveys - add to Masterfile				
X		8/4/2009	Preliminary Submittal Requirements Checklist				
X		8/4/2009	Cetificate of Title vs. Dedications Check				
			Present to Project Review Team				
	No		SEPA Required?				
Done	**N/A**	**Date**	**Determine Application Complete**				
			Incomplete - Send Official Letter	App Expires:	6/28/1900	180	
			Docs Rec'd On	Reply Required By:	1/14/1900	14	
			Not allowed - Send letter of Denial				
X		8/4/2009	Complete - Send Deeemed Complete letter	Decision Due:	12/2/2009	120	
			Link & Route in Eden				
Done	**N/A**	**Date**	**Send Notice of Application**	Due By:	8/18/2009		
X		8/10/2009	Notice of Application Memo with SEPA Language if needed				
X		8/10/2009	Notice of Application Legal with SEPA Language if needed				
X		8/10/2009	E-Mail to Paper(s); Legal and Map 2 days prior before 11:00 am √ UC				
X		8/10/2009	Labels of Gov't Agencies and Neighbor Buffer				
X		8/13/2009	Send Mailers W/ NOA Memo, App, Legal, SEPA, Plat, & Vacinity Maps				
X		8/13/2009	Affidavit of Mailing; To Mandy				
X		1/22/2010	Scan File and Put On Line				
X		1/22/2010	Route in Eden				
Done	**N/A**	**Date**	**Comment Period**				
X		1/22/2010	15 Day Comment Period Set	**Date Over**	8/28/2009	15	
X		1/22/2010	Scan Comments and add to File On Line				
	X		Keep Returned Mail in File				
Done	**N/A**	**Date**	**End of Comment Period**				
X		1/22/2010	Send Transmittal of Documents to Owner - All Comments				via email to Cruse
	X		Send Transmittal of Documents to Agent - All Comments				
Done	**N/A**	**Date**					
	X		**Post Comment SEPA**				

Done	N/A	Date				
	X		Post Comment SEPA Required?			
	X		Create SEPA Threshold & Publish once			
	X		Set 10 Appeal Period	**Date Over**	1/10/1900	10
	X		Include all comments received EXCEPT ARCHAEOLOGICAL			
	X		Send to all agencies and neighbors			

Done	N/A	Date	Issue Conditional Preliminary Approval				
X		1/22/2010	Notice of Conditional Preliminary Approval				Prelim to Candie
X		1/22/2010	Notice of Conditional Preliminary Approval Legal				Prelim to Candie
X		2/19/2010	Labels of Gov't Agencies and Neighbor Buffer				
X		2/22/2010	Mail to Applicant, Agent, & Commenting Agencies				
X		2/22/2010	Publish in Paper				
X		2/22/2010	Affidavit of Mailing; To Mandy				
X		2/22/2010	Issue 10 Working Day Appeal Period	**Date Over**	3/8/2010	10	
			Route in Eden				
Done	**N/A**	**Date**	**Mylars**				
X		5/26/2011	Received				
			Start Routing				
Date Out		5/31/2011	Public Works	**Date In**	6/15/2011		
Date Out			Environmental Health	**Date In**	7/6/2011		
Date Out		1/22/2013	Treasurer	**Date In**	1/22/2013		
Date Out		X	Community Development Services	**Date In**	2/13/2013		
Done	**N/A**	**Date**					
X		2/19/2013	Attach Findings of Fact				
X		2/19/2013	Scan Final Mylars				
X		2/19/2013	Update SDE				
X		2/19/2013	Back to Applicant				
X		2/19/2013	Route in Eden				