Short Plat Process Sheet for: SP-10-00015 Squared Up

Planner:	Jeff Watson	Date:	11/30/2010
Map Number	20-15-25059-0004	Parcel Number	20502
Application Submitted On:	11/17/2010	Deem Complete On or By:	12/15/2010 28
Zoning	Rural 5		

Done	N/A	Date	Action			Comments
X		11/30/2010	Create Master File,Web Site File, SDE, Layerfile, Area Map & AP to Master			Area Map 1:24,000 - AP 1:5,000
X		11/30/2010	Scan Application, Prelim Plat, ROS and or Plat Surveys - add to Masterfile			
X		11/30/2010	Preliminary Submittal Requirements Checklist			
			Cetificate of Title vs. Dedications Check			NEEDED
		12/1/2010	Present to Project Review Team			
			SEPA Required?			Done in PBCP…
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		11/30/2010	Complete - Send Deeemed Complete letter	Decision Due:	3/30/2011 120	
			Link & Route in Eden			
Done	**N/A**	**Date**	**Send Notice of Application**	Due By:	12/14/2010	
X		11/30/2010	Notice of Application Memo with SEPA Language if needed			DRAFT SP-10-00015 Squared Up Notice of Application.docx
X		11/30/2010	Notice of Application Legal with SEPA Language if needed			DRAFT SP-10-00015 Squared Up NOA Legal.docx
X		1/7/2011	E-Mail to Paper(s); Legal and Map 2 days prior before 11:00 am √ UC			
X		1/10/2011	Labels of Gov't Agencies and Neighbor Buffer			
X		1/11/2011	Send Mailers W/ NOA Memo, App, Legal, SEPA, Plat, & Vacinity Maps			
X		1/11/2011	Affidavit of Mailing; To Mandy			
			Scan File and Put On Line			
			Route in Eden			
Done	**N/A**	**Date**	**Comment Period**			
X		1/11/2011	15 Day Comment Period Set	**Date Over**	1/26/2011 15	
			Scan Comments and add to File On Line			
			Keep Returned Mail in File			
Done	**N/A**	**Date**	**End of Comment Period**			
			Send Transmittal of Documents to Owner - All Comments			
			Send Transmittal of Documents to Agent - All Comments			
Done	**N/A**	**Date**				
	X		**Post Comment SEPA**			
Done	**N/A**	**Date**				
			Create SEPA Threshold Determination			
			Publish Twice			
			Set 10 Appeal Period	**Date Over**	1/10/1900 10	
			Send to interested parties and DOE			
Done	**N/A**	**Date**	**Issue Conditional Preliminary Approval**			
X		3/7/2011	Notice of Conditional Preliminary Approval			
X		3/7/2011	Notice of Conditional Preliminary Approval Legal			
X		9/21/2011	Update Workload			
			Labels of Gov't Agencies and Neighbor Buffer			
			Mail to Applicant, Agent, & Commenting Agencies			
X		3/10/2011	Publish in Paper			
X		9/21/2011	PDF to Web Site			
			Affidavit of Mailing; To Mandy			
X		3/21/2011	Issue 10 Working Day Appeal Period	**Date Over**	3/21/2011 10	
	X		Route in Eden			
Done	**N/A**	**Date**	**Mylars**			
			Received			
			Start Routing			
Date Out			Public Works	**Date In**		Signed 5/24/2011
Date Out			Environmental Health	**Date In**		Signed 9/12/2011
Date Out			Treasurer	**Date In**		Signed 9/14/2011
Date Out			Community Development Services	**Date In**		Signed 9/14/2011
Done	**N/A**	**Date**				
			Attach Findings of Fact			
X		9/15/2011	Scan Final Mylars			
X		9/21/2011	Update SDE SP & OTS…?			
X		9/21/2011	Update Workload			
X		9/15/2011	Back to Applicant			
X		9/21/2011	Route in Eden			