Short Plat Process Sheet for: SP-08-00053 Green Pasture

Planner:	Jeff Watson	Date:	3/10/2010
Map Number	18-17-36052-0013	Parcel Number	950710
Map Number	18-17-36052-0014	Parcel Number	950711
Application Submitted On:	11/21/2008	Deem Complete On or By:	12/19/2008 28

Done	N/A	Date	Action			Comments
X		3/10/2010	Create Master File,Web Site File, SDE, Layerfile, Area Map & AP to Master			Area Map 1:24,000 - AP 1:5,000
X		3/10/2010	Scan Application, Prelim Plat, ROS and or Plat Surveys - add to Masterfile			SP-08-00053 Green Pasture Master File.tif
			Preliminary Submittal Requirements Checklist			
			Cetificate of Title vs. Dedications Check			
			Present to Project Review Team			
	X		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			\\Arda\Teams\CDS\Projects\Short Plats\SP 2008\SP-08
X		12/19/2008	Complete - Send Deeemed Complete letter	Decision Due:	4/18/2009 120	SP-08-00053 Green Pasture Deem Complete.tif
			Link & Route in Eden			
Done	**N/A**	**Date**	**Send Notice of Application**	Due By:	1/2/2009	
X		1/8/2009	Notice of Application Memo with SEPA Language if needed			SP-08-00053 Green Pasture NOA.tif
X		1/8/2009	Notice of Application Legal with SEPA Language if needed			SP-08-00053 Green Pasture NOA Legal.tif
X		1/8/2009	E-Mail to Paper(s); Legal and Map 2 days prior before 11:00 am • UC			
X		1/8/2009	Labels of Gov't Agencies and Neighbor Buffer			
X		1/8/2009	Send Mailers W/ NOA Memo, App, Legal, SEPA, Plat, & Vacinity Maps			
			Affidavit of Mailing; To Mandy			
			Scan File and Put On Line			
			Route in Eden			
Done	**N/A**	**Date**	**Comment Period**			
X		1/26/2009	15 Day Comment Period Set	**Date Over**	1/23/2009 15	
X		3/10/2010	Scan Comments and add to File On Line			SP-08-00053 Green Pasture Comments.pdf
			Keep Returned Mail in File			
Done	**N/A**	**Date**	**End of Comment Period**			
			Send Transmittal of Documents to Owner - All Comments			SP-08-00053 Green Pasture Transmittal of Comments
X		3/10/2010	Send Transmittal of Documents to Agent - All Comments			SP-08-00053 Green Pasture Transmittal of 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		3/10/2010	Notice of Conditional Preliminary Approval			Prelim SP-08-00053 Green Pasture CPA.docx
X		3/10/2010	Notice of Conditional Preliminary Approval Legal			Prelim SP-08-00053 Green Pasture CPA Legal.doc
			Labels of Gov't Agencies and Neighbor Buffer			
			Mail to Applicant, Agent, & Commenting Agencies			
			Publish in Paper			
			PDF to Web Site			
			Affidavit of Mailing; To Mandy			
			Issue 10 Working Day Appeal Period	**Date Over**	3/24/2010 10	
			Route in Eden			
Done	**N/A**	**Date**	**Mylars**			
			Received			
			Start Routing			
Date Out			Public Works	**Date In**		
Date Out			Environmental Health	**Date In**		
Date Out			Treasurer	**Date In**		
Date Out			Community Development Services	**Date In**		
Done	**N/A**	**Date**				
			Attach Findings of Fact			
			Scan Final Mylars			
			Update SDE			
			Back to Applicant			
			Route in Eden			