

# Processing Procedures

## Stewardship Sending Area (SSA)

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### I. 15-Day Determination of Completeness:

1. Intake Team will assign application request (AR) # and receipt check.
2. A “Determination of Completeness Route Sheet” will be attached and packages forwarded to Planning Technician to distribute for completeness review.
3. Reviewers will review package for “completeness determination” only (not review) within ten (10) business days from the date of distribution.
4. Reviewers will open the application request in CDPlus, complete “completeness checklist” located at the checkmark (Ü) on the toolbar (PL3 = Environmental, PL2 = Comprehensive Planning)
5. Determination of Completeness packages will then be returned to Planning Technician.

### II. COMPLETE:

6. If submittal is deemed complete, Planning Technician will:
  - 4 Attach a “Review” route sheet
  - 4 Complete CDPlus completeness checklist (PL8)
  - 4 Label all plans and documents
  - 4 Make file folder
  - 4 Make appropriate number of routing slips (printed on pink paper)
  - 4 Distribute to reviewers

### INCOMPLETE:

7. If submittal is deemed incomplete, Planning Technician will notify applicant of deficiencies by faxing an “incomplete” letter .
8. When applicant submits required documents/plans, the 15-day Determination of Completeness (steps 2 through 5) will begin again.

**IV. 60-Day Review:**

Staff review and written comments shall be submitted to applicant sixty (60) days after sufficiency is determined.

During the review process, review comments will be entered into CDPlus and faxed to applicant after all reviews are completed. Revised documents and plans will be submitted for second and subsequent reviews to the Comprehensive Planning Technician for re-distribution.

**V. 90-Days:**

Staff shall provide a written report containing their findings and recommendations of approval, approval with conditions or denial within ninety (90) days after sufficiency is determined.