

STAFF LEVEL PROCESS

PRE-APPLICATION MEETING:

1. Applicant may request a pre-application meeting with staff.
2. At the discretion of the director pre-application conferences may be required for other applications.
3. Purpose of conference(s) is to review and discuss the application submittal requirements and procedures.

APPLICATION SUBMITTAL:

1. Submit application with required documentation, electronic copy, & fee to the director.
2. Application is assigned a Project Number.
3. Supervisor assigns application to staff.

(When Required)

TRANSMIT TO AGENCIES & POLITICAL SUBDIVISIONS:

Send summary to agencies a minimum of 15-days prior to staff decision.

NOTICING:

Send written notice to property owners within 300 ft. or 1,000 ft. a minimum of 15-days prior to staff decision.

STAFF REPORT/FINDINGS OF FACT/CONDITIONS OF APPROVAL:

Assigned Planner receives comments from neighbors and agencies and makes a decision based on pertinent code findings, application requirements and neighbor's comments. Staff has 60 days from submittal to make a decision. If staff does not act on the application within the 60 days, it shall be deemed a denial of the application.

APPLICANT

In order to finalize the application, the Applicant must comply with the Conditions of Approval.

The applicant has the ability to appeal the Directors decision to the Board of Ada County Commissioners per ACC 8-7-7.