Table of Contents

		4/18/02
P S r c e a s r e r n e t c	S 2 a n n	A few items are denoted with an asterisk (*), which means they are to be scanned for permanent record on the in some instances, not all entries designated to be scanned by the department are present in the file. There are also documents specific to certain files, not found on the standard list. For this reason, a checklist has been provided. Remaining items, (not selected for scanning), will be marked present on the checklist. This index can serve as a quick guide for the contents of each file. Files denoted with (**) are to be located using the ISYS Query System. Planning Clearance will need to be typed in full, as well as other entries such as Ordinances, Resolutions, Board of Appeals, and etc. *Summary Sheet – Table of Contents Review Sheet Summary Application form Review Sheets
Ш		Receipts for fees paid for anything
		*Submittal checklist
		*General project report
		Reduced copy of final plans or drawings
		Reduction of assessor's map
	1	Evidence of title, deeds
		*Mailing list to adjacent property owners
	T	Public notice cards
	\top	Record of certified mail
	\top	Legal description
H	\dagger	Appraisal of raw land
H	1	Reduction of any maps – final copy
\vdash	1	*Final reports for drainage and soils (geotechnical reports)
\vdash	1	Other bound or nonbound reports
	$^{+}$	Traffic studies
-	+	Individual review comments from agencies
\vdash	\dagger	*Consolidated review comments list
\vdash	+	*Petitioner's response to comments
-	+	*Staff Reports
	+	*Planning Commission staff report and exhibits
	+	*City Council staff report and exhibits
\vdash	+	*Summary sheet of final conditions
\vdash	+	
	\perp	*Letters and correspondence dated after the date of final approval (pertaining to change in conditions or expiration date) DOCUMENTS SPECIFIC TO THIS DEVELOPMENT FILE:
DOCUMENTS SPECIFIC TO THIS DEVELOPMENT FILE:		
<u> </u>	-	Action Chart
\vdash	+	Action Sheet Review Sheet Summary
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