
SUBMITTAL MATRIX (FOR TYPE C AND D APPLICATIONS)

1.1. PURPOSE

The purpose of this procedure is to provide a consistent format for identifying the forms, reports, plans, and other materials required to be submitted and the applicable referral review agencies in association with a Type C or D Application.

1.2. DESCRIPTION

The intent of the application submittal and review process is to ensure that only those materials necessary to determine conformance of an application with County rules, regulations, codes, standards, procedures, and ordinances along with any items necessary to ensure conformance with State and federal laws and regulations are requested as part of the application. In addition, only those digital files should be required to meet the needs of the referral agencies that will be reviewing the specific application. The project specific Submittal Matrix provides a means of reviewing the specific components of a proposed project or activity and a means of determining what materials should accompany an application to ensure that the proposed project or activity can be appropriately reviewed for conformance with all applicable regulations and standards.

1.3. APPLICABILITY

A customized Submittal Matrix shall be prepared following the Early Assistance Meeting for all Type D Applications and is recommended, but not required, for all Type C Applications. The assigned PCD Planner is responsible for creating the project-specific submittal matrix in coordination with the appropriate PCD review staff and referral agencies. The PCD Planner will provide the submittal matrix to the applicant as soon as practical following the meeting via EDARP. If additional information or research is required following the Early Assistance Meeting in order to complete the submittal matrix, then the PCD Planner shall provide the matrix to the applicant or the applicant’s representative as soon as the additional research has been conducted or after the additional information has been gathered. The submittal matrix shall be used to determine development application acceptance.

1.4. REFERENCE

1.4.1. Applicable Statues and Regulations

LDC Sections: 2.1.2