



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 3-2020 (Revised – Ongoing)

Subject: Procedural Update for Development Review Application Submissions

Resource: Applications Section, Development Review Division (DRD)

Date: August 30, 2022

The following procedures outline the updated process for all submissions/applications to in-take for the Development Review Division.

Applicants are asked to continue utilizing the drop box located outside of the lakeside entrance on the Lower Level of the County Administration Building. The drop box will continue to be checked daily, Monday through Friday.

Initial DRD Submission:

Please transmit all required documents and plans to DRDApplications@ppd.mncppc.org by Dropbox link, the subject line shall identify the assigned Case number, Case Name, and Case Status 1st submission.

Subsequent DRD submissions:

All revised documents, in response to comments returned by Development Review Division staff, shall be submitted by email to DRDApplications@ppd.mncppc.org. Email submissions shall include a Dropbox Link (no passwords) with all revised/required documents and follow instructions below:

- *Email Subject line shall include: Case Number, Case Name, and Case Status: 1st Submission, Pre-review (submission) #2, #3 etc. Limited Minor Amendment, SDRC Response, Certification Review. Plans for certification must be submitted in Acrobat Pro DC (Digital Cloud) format and saved as one PDF per set of plans.*
- *Pre-acceptance submissions must include a point-by-point response addressed to section addressing each deficiency cited in the review comments.*
- *Pre-acceptance submissions shall be a reply to the pre-acceptance email to include a hyperlink with all documents as required by Zoning/Subdivision Code.*
- *Post-Acceptance submissions must include a summary statement addressing the revised documents transmitted.*

Payments

Please note that it is extremely important that applicants do not submit payments until requested. Payments are requested in the acceptance needs notification sent via email. Applicants may use a credit card to charge all applicable fees. Applicants shall reply to the acceptance needs email and provide the payment method, (check or credit card) and the name and phone number of the contact person (no credit card numbers) who will receive a phone call and provide credit card information for point-of-sale processing. Payments by check must be submitted to the physical drop box.

If you have any questions, please contact the Applications Section at DRDApplications@ppd.mncppc.org.