



# DEVELOPMENT REVIEW BULLETIN

**Bulletin No.** 3-2020 (Revised – Ongoing Pandemic)

**Subject:** Procedural Update for Development Review Application Submissions

**Resource:** Applications Section, Development Review Division (DRD)

**Date:** June 16, 2021

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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, at 1:00 p.m.

### **Initial DRD Submission:**

Please continue to use the physical drop box for all new first review submissions, to include printed transmittal sheet, application form, all required plans, and a CD with all required documents and plans saved using the [Naming Conventions](#) or in lieu of a CD, transmit all required documents and plans to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org); (Please continue to physically submit one complete print set of plans, signed application form, and transmittal sheet to drop box, in addition to digital copies via CD or email).

### **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](mailto: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: 1<sup>st</sup> 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. Payments will be processed on Tuesdays and Thursdays between 8:00 – 11:00am. 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, on Tuesday or Thursday only. Payments by check must be submitted to the physical drop box during CAB building closure.

If you have any questions, please contact the Applications Section at [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org).