



Review for future code amendment - Yes

Planning and Land Services Department DEPARTMENT-WIDE POLICY

Policy Number:	DP2016-03
Title:	Complete Application Date
Date:	December 19, 2016
Management Approval:	Dennis Hanberg, Director

A handwritten signature in black ink that reads "Dennis Hanberg".

Purpose

To provide direction on the Complete Application Date for application submittals.

Discussion

According to PCC Title 18, an application is complete when all applicable fees are paid. However, we now accept online submittal of application documents, a process not contemplated by this Title.

In our current process, once we receive a submittal, the documents are reviewed and an application(s) is created. Fees are calculated and we notify the customer to make payment online.

This online convenience results in a gap in time between submittal and payment of fees. This gap in time could result in a hardship to the customer when new regulations become effective while the submittal is being processed.

Conclusion

Per PCC 18.40.020 C., the Director is authorized to decide when an application is complete.

Therefore the Submittal Documents (DCPT) date can be the date of Complete Application as long as:

1. The customer makes a good faith effort to submit a complete application prior to the effective date of the regulation change, and
2. All necessary documents and associated fees are paid within 5 working days of the submittal.

This policy does not preclude an applicant from choosing to have a Complete Application Date on the date when fees are paid.