Spacer for letters, memos and left over paperwork that fit nowhere else.
Spacer for decision letters sent to the applicant, applicant’s agent, responsible agencies, citizen participants and others who requested notification.
Spacer for city council action resolution or ordinance. Don’t worry about the legal format, it’s the outcome that’s important to you.
Spacer for the mailing list of the applicant, applicant’s agent, responsible agencies, citizen participants and others who requested notification.
Spacer for the complete planning department staff report with all exhibits attached.

The staff report should include all of the evidence considered by the planning commission and the action taken by the planning commission.

The staff report should not be just a reprint of the earlier staff report. It should include all new evidence that was considered at the planning commission public hearing.
Spacer for the letters and other evidence the city council received in response to the public hearing notices.
Spacer for the declaration of posting that lists who was notified: the newspaper, the applicant, applicant’s agent, responsible agencies, citizen participants and others requesting notification.
Spacer for the exact copies of the notices that were sent to the newspaper, applicant, applicant’s agent, responsible agencies, citizen participants and others who requested notification.
Spacer for the decision Letters that were sent to the applicant, applicant’s agent, the responsible agencies, citizen participants and others who requested notification.

FOR ADJUDICATIVE PLANNING PERMITS, THIS IS USUALLY THE END POINT OF THE ADMINISTRATIVE RECORD.
Spacer for the copy of the final action taken by the planning commission.
Spacer for the mailing list of those who were sent a planning commission public hearing packet: the applicant, applicant’s agent, responsible agencies, citizen participants and others who requested notification.
Spacer for the complete planning department staff report with all exhibits attached.

The staff report should include all information available up to the time it was mailed to participants.

The staff report is the heart of the public hearing. You need to analyze every aspect of it, in detail.
Spacer for advisory group advisory group findings.

Advisory group meeting may or may not be open to the public and may or may not be posted.

In some places, these meetings really do take place in the “smoke filled back rooms” of city hall.
Spacer for letters and other evidence the planning commission received in response to the public hearing notices.
Spacer for the declaration of posting that affirms who was notified: newspaper, applicant, applicant’s agent, responsible agencies, citizen participants and others requesting notification.

Check the names and the dates.

PC Posting Declaration 04
Spacer for copies of notices sent to the newspaper, the applicant, applicant’s agent, responsible agencies, citizen participants and others who requested notification.

Check the names and the dates.

| PC Notices | 03 |
Spacer for documentation of completeness. In most places, the city has 30 days to review the application for completeness:

- If the application is deemed “incomplete,” the city sends a letter to the applicant stating the deficiencies and allowing the applicant 30 days to submit the missing information.

- If the application is deemed “complete,” the city sends a letter to the applicant stating the commencement date. Many jurisdictions operate under state mandated time limits.
Spacer for the application. The complete application should include general information and add-on information for each planning permit applied for.

Look for a project information checklist that is intended for staff use.

Many cities fail to ask deep questions.

Read the application carefully, looking for weaknesses.

| Application | 01 |