

P&Z TASKS

P&Z ORGANIZATIONAL TASKS

1. Get referrals from county
2. Keep track of referrals – add to list of P&Z projects
3. Create project file with identifying information and checklist. Determine if anything missing
4. Check status of referral on On-line Permit Center re completeness of file, missing information, when going to CDRC.
5. Send letter/email to planner re missing information and/or to request copies of resubmitted plans or other items received after we got referral. (they don't automatically send these to us)
6. Assign projects
7. Schedule projects
8. Create agendas by pasting from list of P&Z projects.
9. Post agenda at MCC office by 7pm on Sunday before meeting.
10. Post agendas at coastsider post offices (Currently not being done consistently, need to arrange better posting apparatus)
11. Post agenda on midcoast-L
12. Consider sending agendas to coastsider (not being done currently)
13. Take notes at meetings
14. Draft letter for each project (paste from agenda)
15. Fax and email letter to County.
16. Keep track of receipt of missing information or resubmitted plans.
17. Keep track of projects that we have reviewed but need to return to us because of additional information needed (Currently not being done well)
18. Review CDRC agendas to ensure that we have reviewed all scheduled projects and sent letters.
19. Review county decision letters to ascertain if listened to us. (Currently not being done.)
20. Attend CDRC meetings to read our letters into the record and to ascertain if CDRC is listening to us. (Currently not being done.)
21. When we are done reviewing project and letter has been sent, file in MCC office (Currently not being done)

P&Z Tasks for Individual Projects

1. Call applicant ASAP and tell them when their project will be reviewed
2. Call Sara ASAP if need to reschedule
3. Get any missing material from planner, either as determined from review of file or as revealed on On-line Permit Center. (currently not being done consistently)
4. Visit site and take pictures
5. Check On-line Permit Center for issues prior to meeting (currently not being done consistently)

5. List issues
6. Draft letter to county
7. When done, put file in Sara's MCC box (currently not being done consistently)
8. Consider notifying neighbors of pending project (by the time they are notified about CDRC it's too late)

Review of Tree Permit Applications

1. Get copy of tree removal permit application.
2. Contact planner to request missing information.
3. Visit site.
4. Draft letter to County
5. Fax and email letter to County within ten days of date of application.
6. Keep track of requests for missing or additional information
7. When receive missing or additional information, draft follow-up letter as needed and fax and email to county.
8. Review Decision letters to see if County is listening to us.
9. Organize applications and decisions (Currently not being done)

Public Works

1. Don't know.